



**SAN DIEGO COUNTY OFFICE OF EDUCATION**  
**Certificated Classification**

**CLASS TITLE:** COUNSELOR

**DEFINITION:**

Under direction, provide behavioral and educational counseling and guidance services to individuals and small groups of students aligned with San Diego County mission, goals and objectives for student learning; assist students in understanding and seeking solutions to social, emotional, or academic problems and issues; serve as a resource pertaining to student behavior management strategies, and welfare and attendance problems and concerns; provide informational services to parents, teachers and administrators to promote a comprehensive decision-making process for development of student educational objectives.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives general supervision from assigned site principal or designated administrator.

**REPRESENTATIVE DUTIES:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**ESSENTIAL FUNCTIONS:**

Provide direct guidance and counseling services relevant to the sequential development of students as related to educational, social and vocational objectives.

Review student skills assessment/educational needs.

Construct individualized development programs for students, helping them visualize and establish their education and/or career goals.

Counsel students, parents and guardians for the purpose of enhancing student success in school.

Provide information to students, parents and staff about competencies required for graduation, college, and vocational preparation.

Provide individual student counseling, group counseling and parent conferencing.

Assist in obtaining academic, personal and social supports for students.

Provide information to students and parents/guardians about colleges, universities, and vocational training programs.

Evaluate transcripts.

Refer students and their parents to appropriate specialist, special programs or outside agencies for support services.

Write letters of recommendation for students for college admission purposes or to potential employers and military service personnel for both current and past students.

Attend professional meetings, school functions and public meetings as a representative of the school or guidance department.

Attend staff meetings and serve on staff committees.

Maintain statistics necessary for annual reports, projections, and program and/or service evaluation.

Maintain professional competence through participation in professional learning activities provided by the district or in self-selected professional growth activities.

Coordinate counseling activities, services and information with teachers and community partners.

**NON-ESSENTIAL FUNCTIONS:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:** Framework of Competency-based Counseling and the National Counseling Standards; principles, methods, techniques, strategies and trends in educational, social and emotional adjustment counseling; applicable and appropriate aptitude, interest, and achievement appraisal instruments, techniques, and procedures; academic parameters for high school matriculation, California Content Standards, California Exit Examination demands, and university and state college entrance processes and requirements; social and youth service agencies in the local area; social emotional and behavioral characteristics of adolescent students; program evaluation and research techniques, strategies and procedures; appropriate curriculum and instructional programs pertaining to students with a variety of aptitudes and varying interests; and Section 504 Plan and individual education plans; education laws relating to child welfare and attendance; on-line and blending learning models.

**ABILITY TO:**

Provide assistance to personnel for the purpose of supporting them in the completion of their work; communicate with others for the purpose of providing information, developing plans for services, and/or making recommendations; prepare a wide variety of written materials, e.g., reports, correspondence, training materials, information brochures for the purpose of documenting activities, providing written reference and/or conveying information; present information for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls; research resources and methods for the purpose of developing and implementing programs and services for the assigned functional responsibilities; demonstrate non-judgmental cultural and linguistic sensitivity; coordinate activities; establish work priorities; work effectively with at risk students in a multicultural environment; communicate effectively orally and in writing in an informative and motivational manner; analyze student assessment data; utilize a database environment to track student academic progress and manage transcript records; conduct structured, goal-oriented counseling sessions in a systematic response to the identified needs of students; maintain cooperative liaison between the school and community-based agencies . Bilingual skills may be required for specific assignments.

**EDUCATION AND EXPERIENCE:**

Master's degree from an accredited college/university in psychology, counseling and guidance or a closely related field and a minimum of one year counseling experience at the secondary level. Experience working with in alternative school setting highly desirable.

**CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS**

California Pupil Personnel Services with an emphasis in school counseling, or other valid California credential with an authorization in school counseling.

Applicants must be able to travel between multiple school or community sites.  
CPR and First Aid certification are highly desirable.


**WORKING CONDITIONS & PHYSICAL ABILITIES**

ENVIRONMENT: Classroom environment and office setting.

PHYSICAL DEMANDS: Sitting or standing for extended periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and arms; speak clearly and distinctly to answer telephones and to provide information; bending at the waist, kneeling or crouching to assist students; hearing and speaking to exchange information and make presentations; seeing to read, prepare and review a variety of activities, and to monitor student activities; hear and understand voice over telephone and in person; move and transport materials weighting up to 20 pounds.

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Established	Revised	FLSA Status	Job Code	Salary Range
1989	01/2013 01/2014 04/2015	Exempt		Teacher Salary Schedule

Approved:   
Assistant Superintendent, Human Resources

April 1, 2015