

SAN DIEGO COUNTY OFFICE OF EDUCATION
Certificated Job Description

CLASS TITLE: Head Counselor – Juvenile Court and Community Schools

DEFINITION: Under supervision of the assigned administrator, in addition to regularly assigned responsibilities, provides support to the on-going development and improvement of the counseling program and professional learning for the Juvenile Court and Community Schools program.

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:

Communicates with Juvenile Court and Community Schools leadership regarding counseling agendas and trainings for all counselor meetings.

Develops and delivers counselor trainings for the academic year, focusing on best counseling practices, Counselor State and National Standards, and local trainings.

Leads the counselor group in establishing yearly goals and agendas for student achievement as outlined in LCAP.

Supports administration to expedite crisis responses within the Juvenile Court and Community Schools Program and assesses responses after each occurrence.

Provides input to trainings, student support processes, trainings, and procedures for the purpose of improving the services offered.

Assists other counselors in identifying needed areas of support at their sites.

Establishes training and orientation for all new counselors hired into Juvenile Court and Community Schools Programs.

Attends, or is willing to attend, training in Restorative Practices.

Participates, emulates, and facilitates building a positive and respectful climate and culture at all school sites.

Works with leadership/administration on committees for Equity, LCAP, WASC, or state audits as needed.

NON-ESSENTIAL FUNCTIONS:

Head Counselor – Juvenile Court and Community Schools

Perform related duties as assigned.

CERTIFICATION:

Valid CA Pupil Personnel Services credential in School Counseling, School Psychology, or School Social Work.

EDUCATION AND EXPERIENCE:

Master's degree from an accredited college/university in psychology, counseling, and guidance or a closely related field, and two years of work experience providing counseling services in an alternative education setting.

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.

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: November, 2017

Revised 04.2018