

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Project Specialist, School Counseling**

**Purpose Statement:**

The Project Specialist, School Counseling is responsible for providing professional learning for all school counselors, professional development, technical assistance, providing information, and guidance; and implementing and maintaining services within established guidelines and standards.

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**Diversity Statement**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

**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.

**Essential Functions**

- Collaborates with others (e.g., district personnel, other district personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
- Identifies and responds to support needs for school counselors improving equitable access and opportunities for preK-12 students.
- Supports the facilitation of district/school groups to advocate and improve access for all students in courses such but not limited to a-g, Advanced Placement, CTE pathways, community college courses, conducts data analysis increasing course access and learning opportunities for all students.
- Facilitates and participates in a variety of meetings, workshops, trainings, and seminars (e.g. school counseling practices, etc.) conveying and/or gathering information required to perform functions.
- Maintains a variety of manual and electronic files and/or records (e.g. budgetary, CCGI, county data, CSAC web grants portal, ASCA model counseling standards, etc.) providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Recommends and assists in the implementation of school counseling goals, objectives, and strategic plans, including but not limited to, MTSS and the ASCA National Model.

- Supports the monitoring of comprehensive school counseling program compliance with laws, ethics, rules, and regulations related to provision of related programs and services.
- Promotes and assists counseling coordinator with specific activities within an educational program, prepares counseling program marketing materials including news releases, flyers, schedules of events, pamphlets, and brochures.
- Monitors fund balances of assigned programs and related financial activity ensuring that expenses are within budget limits and/or fiscal practices are followed in support of the School Counseling program.
- Develops school counseling survey instruments, conduct surveys of program participants to determine participant needs, interpret, and record survey results, implement program changes in response to results.
- Maintains awareness of new developments in the educational field, incorporates new developments into programs as appropriate.
- Presents information to District and Community groups (e.g., program offerings, funding status, participation levels, etc.) promoting program, gaining feedback and complying with established internal controls.
- Collaborates with managers in Learning and Leadership Services, Student Support Services, Equity, and Innovation divisions, to support school counselors in districts.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications:**

#### **Knowledge and Abilities**

##### KNOWLEDGE OF:

Human centered and socially conscious leadership;  
 California Education Code, policies, rules, and regulations of the SDCOE, other pertinent federal, state, and local laws, codes, and regulations;  
 Current trends and best practices for providing comprehensive school counseling services at the elementary, middle, and high school levels;  
 Counseling theories and skills;  
 Curriculum and instructional techniques;  
 Group dynamics and small group processes;  
 Theory of child development;  
 Group and individual counseling techniques;  
 Conflict resolution techniques and community resources;  
 Issues relating to at-risk youth;  
 Method of professional development instruction and training.

#### ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;  
Practice cultural competency while working collaboratively with diverse groups and individuals;  
Counsel and mentor staff, and/or districts;  
Facilitate meetings and workshops;  
Schedule a significant number of activities, meetings, and/or events;  
Independently work with others in a wide variety of circumstances;  
Analyze data using various processes;  
Work with a significant diversity of individuals and/or groups;  
Problem solve is required to analyze issues and create action plans;  
Adapt to changing work priorities;  
Communicate with diverse groups;  
Set priorities;  
Build collaborative relationships;  
Meet deadlines and schedules;  
Work as part of a team.

#### **Working Environment:**

##### ENVIRONMENT:

Duties are typically performed in an office setting.  
May be designated in an alternate work setting using computer-based equipment to perform duties.

#### PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

#### **Education and Experience:**

Education: A Master's degree from a regionally accredited college or university with major coursework in education, education administration, special education, educational counseling, or related field.

Experience: Four (4) years of experience providing school counseling services including two (2) years as a site/district administrator or school counselor leadership role. Experience must include developing and delivering professional development for educators.

Equivalency: A combination of education and experience equivalent to a master's degree from a regionally accredited college or university, with major coursework in education, education administration, special education, educational counseling, or related field, and four (4) years of experience providing school counseling services including two (2) years as a site/district administrator or school counselor

leadership role. Experience must include developing and delivering professional development for educators.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid CA Pupil Personnel Services Credential in School Counseling

Valid CA Driver's License

Continuing Educ./Training

As needed to maintain required certificates


Clearances

Criminal Justice Fingerprint/Background Clearance  
Tuberculosis screening  
Physical examination including drug screen

FLSA Status: Exempt

Salary Grade: Certificated Management, Grade 035

Approval Date: 09/2023

Approved by:   
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Dr. Yolanda Rogers  
Assistant Superintendent, Human Resources

Revised: N/A