

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Adult Education Programs Counselor

REQUIRED QUALIFICATIONS

EDUCATION: Required Appropriate California Credential, B.A. or B.S.

Desired M.A. or M.S.

SKILLS: Character, personality, and proper social capability to relate effectively with diverse staff, students, and community; and demonstrated ability to work with a wide variety of community groups and organizations.

EXPERIENCE: Required Minimum of three years credentialed service at the elementary, secondary, or adult level.

Desired Five or more years counseling or administrative experience at the elementary, secondary, or adult level.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the principal, the Counselor shall be responsible for directing, supervising, coordinating, and evaluating the Pupil Personnel Services Department.

ESSENTIAL JOB FUNCTIONS

- Assist the principal in developing and maintaining school operating procedures.
- Direct, coordinate and evaluate the Adult School counseling and guidance program.
- Effectively administer the placement and career testing programs to provide reliable, evaluative, and diagnostic data.
- Maintain a liaison with district and community pupil personnel services.
- Coordinate and evaluate student scheduling procedures.
- Assist in the supervision of school activities.
- Assist in the coordination of student registration.
- Assist in the coordination and maintenance of student cum folders including transcripts, grades and credits.
- Assist in the coordination of department and staff meetings.
- Assist in the timely completion of State, Federal, and District reports.
- Coordinate an articulation program with high schools, community colleges and adult service agencies.
- Coordinate and maintain a program of collaboration with other community adult educational service agencies.
- Coordinate and administer the CAHSEE exam.
- Provide counseling services to and manage the data accountability of the CalWORKS students.
- Assist in assessing the financial needs and budget planning for the Pupil Personnel Services Department.
- Coordinate and administer the Associated Student Body.

ESSENTIAL JOB FUNCTIONS (continued)

- Coordinate and administer the Independent Study Program ensuring compliance in State Independent Study regulations.
- Coordinate graduation activities and ceremony.
- Provide assistance in the direction and coordination of the general program evaluation of the school.
- Provide career guidance through assessment and activities.
- Maintain and monitor CalWORKS student records and coordinate with the CalWORKS office on a regular basis.
- Assist with the student accountability process and records.
- Perform other duties and responsibilities as assigned by the principal.

PHYSICAL REQUIREMENTS

Significant physical abilities include standing and walking for extended periods, lifting/carrying, crouching, reaching/handling/feeling, talking/hearing, near and far visual acuity/depth perception/accommodation/color vision/field of vision.

OTHER REQUIREMENTS

TB test clearance; Department of Justice fingerprint clearance.

09/05