



ADULT SCHOOL COUNSELOR

Board Revision Date: 08/21/24

BRIEF DESCRIPTION OF POSITION

Under the direction of the Principal or Designee, provides compassionate and dedicated Equity-Focused counseling to all students in adult education programs including socially-economically disadvantaged students, English language learners, immigrants, and special needs students. Facilitates adult students' achievement while defining their long-range goals for educational and career transition. Assists students in making appropriate decisions regarding their school program; interprets requirements relating to successful performance in various courses of study and for promotion, graduation, job-entry vocational skills and/or college entrance requirements; conducts follow-up assisting students in establishing short-range goals for each semester/school year and in setting personal performance standards. The adult school counselor provides leadership and coordination in the planning, development, promotion, operation, and evaluation of adult school counseling and academic programs ensuring equitable and bias-free practices across programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- a. Provides academic and career development assistance for all adult students to help overcome barriers for success; evaluates previous educational experiences, advises the sequence of courses and goals; acquaints students with course requirements for graduation/completion.
- b. Advocates for the unique needs and challenges faced by socially and economically disadvantaged students.
- c. Ensures equitable access to educational resources and opportunities for all students.
- d. Tailors academic counseling to address the diverse needs of the adult student population.
- e. Creates a safe and inclusive environment for students to discuss personal and social-emotional concerns.
- f. Offer counseling and guidance to help students navigate challenges related to their backgrounds and experiences.
- g. Promotes mental health and well-being among students.
- h. Helps students explore career pathways and develop personalized career plans/Student Success Plans.
- i. Provides resources, job readiness development skills, resume building, and interview preparation.
- j. Represents the school in community forums for the purpose of maintaining ongoing community support for educational goals, establishing school/community partnerships and/or assisting with issues related to the school environment.
- k. Assists in activities related to participant registration and orientation.
- l. Supplements school staff efforts by providing counseling services to Adult School participants including English as a Second Language (ESL), Career Technical Education (CTE), and Adult Basic Secondary Education (ABSE) students in areas of academic achievement, behavior, health, and social-emotional supports.
- m. Assists and participates in professional learning communities (PLCs), professional development, and other meetings as designated.
- n. Supports and helps develop a master schedule of courses based on the academic and career needs of the community with a focus on high-demand employment sectors.
- o. Maintains and reviews data to assist and develop appropriate programs and services for all students.
- p. Assists in the data collection and reporting requirements of CAEP, WIOAII/AEFLA, or other local/state/federal grant-funded programs.

EQUITY AND BIAS-FREE PRACTICES

- a. Continuously assesses and addresses bias to ensure equitable treatment of all students.
- b. Stays informed and relevant about culturally responsive counseling practices and applies them to student interactions.
- c. Promotes diversity, equity, and inclusion within the adult school community.

OTHER DUTIES AND RESPONSIBILITIES

- a. Maintains and updates student program lists with updated data.
- b. Maintains records of students, teachers, and courses and submits reports as requested.
- c. Conducts individual and group counseling designed to effect positive attitudes toward personal, social, academic, and career.
- d. Cooperates and assists in project implementation activities as requested.
- e. Under the direction of the Principal/Designee, assists with compliance reviews, WASC, FPM, safety requirements, advisory committee meetings, and preparation of necessary agendas and minutes.
- f. Provide Professional Development (PD) as needed and disseminate information as assigned.
- g. Performs other tasks and assumes responsibilities as may be assigned.

KNOWLEDGE OF

- Understanding and application of the Standards for School Counselors
- Understanding of the CA and Site School Board Policies related to Adult Education students
- Effective equity-based personal and academic counseling techniques and procedures
- Counseling theory, ethics, and associated legal confidentiality requirements
- Laws regarding minors and child abuse reporting
- Applicable sections of the State Education Code and other applicable laws, rules, and regulations related to assigned activities
- Behavior modification techniques and strategies
- Student assistance programs
- Community-based organization's referral processes
- Graduation requirements
- Standardized assessments/CASAS Assessments
- Standards-based instruction for adults: College and Career Readiness (CCR) Standards for Adult Education; English Language Proficiency Standards (ELPS) for Adult Education; and California Adult Education Digital Learning Guidance
- State curriculum frameworks
- Transitional requirements to post-secondary education
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Interpersonal skills using tact, patience, and courtesy
- Group and individual counseling theories and techniques
- Record-keeping techniques
- District student information and data systems
- District and site rules, policies, and procedures

ABILITY TO:

- Provide counseling and guidance to types of services for all students
- Make referrals to community-based organizations, support groups, and social service agencies as appropriate
- Plan, prepare, and conduct individual and group counseling sessions and/or training workshops
- Read, interpret, apply, and explain assessment results, rules, regulations, policies, and procedures
- Set limits and personal boundaries for students
- Complete work with many interruptions
- Analyze situations accurately and adopt an effective course of action
- Work independently with little direction

- Meet schedules and timelines
- Maintain confidentiality
- Maintain records and prepare reports, including confidential materials
- Establish and maintain cooperative and effective working relationships with others and the public
- Effectively conduct student, and teacher conferences and meetings

PHYSICAL CHARACTERISTICS

Sitting and standing for extended periods of time, walking around campus, dexterity of hands and fingers to operate office equipment/computers, and hearing and speaking to communicate with students and others.

WORK CONDITIONS

Office and classroom environment subject to constant interruptions. Visiting off-site locations to provide counseling services to students enrolled in programs at various partner locations.

REQUIREMENTS

WORK YEAR:	193 Work days, OAS 193 Calendar
SALARY:	Certificated Adult Education, Adult Education Counselor Salary Schedule
CREDENTIAL:	Current Valid Pupil Personnel, School Counseling Credential (required)
EDUCATION:	Master's Degree or equivalent (required)
OTHER:	Bilingual (English/Spanish) (preferred)