ALTERNATIVE EDUCATION (7th - 12th grade) AND ADULT EDUCATION SCHOOL COUNSELOR

PRIMARY FUNCTIONS:

Under the immediate direction of the Principal(s) for alternative education and Adult School, assumes delegated responsibilities for pupil personnel services at the alternative education high school, Independent Study Program (7th - 12th grade students), Opportunity Program, and adult education. Provides on-site counseling services to pupils and families which assist the pupil in making appropriate academic, attendance, behavioral, and social-emotional decisions relative to the pupil's school program and the pupil's relationship with teachers, administrators, and other pupils. Provides intake services and counseling for adult students on educational and career development.

GENERAL DUTIES AND RESPONSIBILITIES:

- Provide crisis intervention counseling as needed
- Provide individual and group counseling services to students
- Collaborate with teachers and support staff to ensure student success
- Use of MTSS to meet academic and social emotional needs of students
- Assists the staff in the reinforcement of appropriate school behavior
- Develop educational goals for students by reviewing transcripts of students
- Evaluate student's program at each credit reporting period and makes necessary adjustments
- Works with parent to inform of students progress towards graduation after each reporting period
- Communicates with parents to maximize students' social and academic adjustment, interpreting test scores, explaining school policies, and assisting in parental understanding of child development
- Provide guidance required school coursework towards earning a high school diploma and/or post secondary plans
- Coordinate student admission programs to meet requirements set forth by the California Department of Education
- Administer group and individual tests as required
- Utilizes all available resources to meet the individual needs of each student
- Participates in in-service education activities provided by the district and/or in self-selected professional growth activities
- Visit classrooms and conduct presentations of counseling services to students
- Counsel adult students on academic and career pathway option
- Coordinate programs to support and improve student learning and mental health
- Coordinate SOS screening and collaborate with mental health professionals
- Make referrals to community resources for students and their families as needed
- Participate in outreach events with local agencies and K-12 schools
- Serve as a site coordinator for suicide prevention, intervention and postvention
- Create master schedule and student schedules for OVIS and Del Puerto
- Maintain accurate and timely student records

- Collaborate with Patterson High School counselors in regard to the transferring of students between sites
- Conduct orientation/enrollment meetings with new students and parents
- Conduct workshops for FAFSA
- Facilitate individual and small group discussions
- Review transcripts of Adult students to develop plan to complete diploma
- Assist students with college, scholarship, and employment applications
- Serve as a testing coordinator to colleges
- Participation in Student Success Team meetings as required by the Principal
- Participation in IEP/504/SST Plan meetings as required by the Principal
- Collaborate with families by facilitating SART meetings
- Confer with parents, students, and Student Services personnel and SARB representatives regarding attendance
- Holds formal and informal conferences with students once a year or more frequently, when needed
- Assist with planning and implementing staff development activities; conduct in-service training as assigned
- Assist Administrators with student supervision during student breaks
- Attends staff meetings and is prepared to give progress reports on the total program.
- Perform all related duties as assigned.

REQUIRED QUALIFICATIONS:

Education:

- Bachelor's Degree (BA/BS). Valid California Pupil Services credential, or equivalent, authorizing service as a school counselor. Master's Degree preferred

Experience:

- Past experience working with pupils in an educational setting
- Experience in Adult Education preferred

DESIRABLE QUALIFICATIONS:

Knowledge of:

- A basic understanding of research-based instructional best practices/activities/strategies.
- Management principles and practices including organization, supervision, and training
- Ancillary services within a school and how they relate to the total program
- Guidance counseling objectives, principles, and procedures
- The development of a secondary classroom program to support the goals of the District and the core adopted curriculum
- High school diploma requirements and high school equivalency exams
- Principles, theories, practices, methods, and techniques used in curriculum development and classroom instruction.
- Economic, emotional, and social needs of adult learners
- Classroom procedures that promote appropriate student conduct and motivation for student learning.
- Child guidance principles and practices.
- Applicable sections of the State Education Code and other applicable laws.
- Current trends and research concerning the growth and development of pupils.
- Bilingual desired: Spanish

Ability to:

- Speak, read, and write in English fluently at a professional level
- Write reports and business correspondence
- Work with diverse student populations, applying knowledge of culture, language acquisition, and appropriate learning strategies to meet the learning needs of all students
- Read, analyze and interpret assessment data, professional periodicals, professional journals, technical procedures, or governmental regulations/codes/policies
- Effectively present information and respond to questions from teachers, students, families, and the general public as necessary in a professional setting
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Operate a computer, including word processing, data management software, student information systems, and online virtual platforms.
- Learn various computer operations and software required for the management of student information and integration of technology in classroom instruction
- Apply knowledge of current research and theory to the counseling program
- Establish and maintain effective relationships with students, peers, and families in oral and written communication
- Maintain confidentiality of all sensitive communications
- Work with a minimum of supervision
- Apply interpersonal skills using tact, patience, and courtesy
- Analyze situations and plan corrective actions
- Adapt to changes in daily responsibilities
- Maintain accurate records and reports
- Read, interpret and apply rules and procedures
- Maintain possession of a valid California Driver's License.

PHYSICAL, MENTAL, AND SOCIAL REQUIREMENTS:

Employees in this position must have the ability to:

- Stand and sit for extended periods of time
- See and read printed matter with or without vision aids
- Hear and understand speech at normal levels
- Speak English so that others may understand at normal levels
- Hear and speak to exchange information and make presentations
- Stand, walk, stoop, twist bend over, grasp, reach overhead, push, pull, and move, lift and/or carry up to 20 lbs. to waist height
- Concentrate on single or multiple tasks individually or in a group setting for up to two (2) hours at a time
- Learn and adapt to the use of a variety of equipment and machinery and follow both oral and written instructions to complete tasks
- Maintain regular attendance
- Work interdependently and convey an understanding and patient attitude toward staff, students, parents, and members of the community
- Maintain the privacy of confidential information

- Work in a school and/or office setting

WORK ENVIRONMENT

This full-time position includes day time and evening hours. Additional days and times may be arranged as needed. The primary work location is a classroom setting. Noise levels in this setting range from quiet to moderate. The employee travels between school sites and classrooms. The assignment will also require occasional travel to conferences, workshops, and professional symposia outside the school district boundaries and may require overnight lodging and work in a hotel/conference complex.

Formal Review: Cabinet - 1/23/2023
Board Approval: February 6, 2023

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

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Employee Signature ***Date***

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Name Printed