

Job Title:	Long-Term Substitute Career Counselor		
Days/Hours:	Monday-Friday 7:45am-3:45pm (some evenings)		
Position Type:	Temporary Full-Time 1.0 FTE		
Benefits?	None	Work Year:	February 23-June 15, 2026 & additional dates* if available *(August 3-September 18, 2026)
Driver License Required?	Yes	Degree Required?	Master's Degree Desired
Level/Salary Range:	\$48.14-\$64.45	Job Category:	Certificated
HR Contact:	Mercedes Henderson	Location:	Hayward Center
Contact Telephone:	510-293-2916	Date posted:	January 30, 2026
Website:	www.edenrop.org	Posting Expires:	Open until filled

YOU MUST COMPLETE OUR EMPLOYMENT APPLICATION FOR CONSIDERATION.
<http://edenrop.org/domain/70>

Fax:
(510) 293-8225

Email:
mhenderson@edenrop.org

Attention:
Mercedes Henderson,
Human Resources Administrator

Mail:

Mercedes Henderson, Human Resources Administrator
Eden Area Regional Occupational Program
26316 Hesperian Blvd.
Hayward, CA 94545

Job Description

Under the direct supervision of the Assistant Director, serve as a resource to students, staff and parents by monitoring, implementing and providing support services to those students experiencing difficulties that may interfere with being successful in programs offered by the Eden Area ROP.

- Act as an advisor to staff regarding student issues
- Act as a liaison with home school counselors or other school personnel regarding student issues and necessary support
- Support students by advising them in exploring career guidance and/or college options
- Ensure that students understand options in all facets of career pathways
- Provide referrals for families and students to appropriate community agencies
- Provide support to students so that they understand the value of their enrollment and attendance in the ROP program
- Provide promotion of the programs by participating in student tours, classroom and community presentations
- Provide staff with skills that are necessary to support the unique needs of their students
- Advise students so that they take responsibility for themselves in making appropriate career choices
- Assist students in clarifying and understanding appropriate classroom behavior
- Assist students in applying for grants and scholarships
- Schedule speakers to student groups in exploring post-secondary options such as apprenticeships (as appropriate)
- Assist with the development and writing of appropriate grants
- Provide support and monitoring of students' IEP's
- Assist with the supervision of students

KNOWLEDGE OF:

- California Codes (Education, Welfare, Instructions, Labor, Penal, etc.) as they relate to the welfare of students and to the practices and procedures of pupil services; and the physical, intellectual, social, and emotional growth patterns of students.

ABILITY TO:

- Work well and collaboratively with a wide range of high school students
- Demonstrate interest in professional growth
- Maintain a positive working relationship with law enforcement groups and courts

- Develop and maintain records of competency level and attendance for each student
- Use poise, fact, good judgment, and work effectively with district personnel, community representatives, and students
- Communicate with parents, counselors and administrators as needed
- Performs other job-related duties as required

EDUCATION/EXPERIENCE:

- Valid California Driver License & private transportation required
- Possess a valid California Pupil Personnel Services Credential or in process and program to earn a PPS

Accredited by the Schools Commission of the Western Association of Schools and Colleges

In accordance with the provision of Sections 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and Eden Area Regional Occupational Program policy, no qualified person shall, on the basis of race, color, national, origin, religion, sex, handicap, or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity in the Eden Area Regional Occupational Program. If there are questions concerning these provisions, please contact the Superintendent's Office