



**SJCOE**  
EDUCATE · INNOVATE · INSPIRE

## Job Description

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**POSITION TITLE:** Counselor #1025  
County Operated Schools and Programs

**SALARY PLACEMENT:** Teacher Salary Schedule

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### **SUMMARY OF POSITION:**

Under the immediate direction of the Assistant Superintendent of County Operated Schools and Programs, assumes with other counselors responsibility for pupil personnel services within the Court School/Community Day Center Programs. Provides informational services to pupils and parents which will assist the pupil in making appropriate decisions relative to the pupil's school program, and the pupil's relationship with teachers, and decisions outside of the school setting.

### **MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

Possess or be eligible for a valid California Pupil Personnel Services Credential in school counseling.

### **DESIRABLE QUALIFICATIONS:**

Experience and/or training in working with at-risk youth in an educational setting or in a related field.

### **ESSENTIAL FUNCTIONS**

Essential functions may include, but are not limited to:

1. Help pupils to define their long range educational goals and assists them in making appropriate decisions regarding their school program; interpret requirements relating to successful performance in various courses of study and for graduation, and job-entry vocational skills or college entrance requirement; and assist pupils in establishing short-range goals for each school year and in setting personal performance standards.
2. Confer with pupils, parents, teachers, probation, and administrators in regard to individual pupil progress; and arranges conferences when requested among pupil, parent, teacher, probation, and/or administrator.
3. Assist pupils in evaluating their relationships with other pupils and with teachers and/or administrators; help pupils in predicting the consequences of various courses of action open to them; reinforce behavior appropriate to the school environment by utilizing guidance techniques; and refer serious behavioral problems to the administrator of the program.
4. Interpret individual and group testing to pupils, parents, and teachers; administer group attitude and achievement tests; implement and interpret screening programs as it relates to pupils advised.
5. Maintain records necessary for the accomplishment of his or her duties including a file on each advised; a record of conferences with pupils and parents; and a current course of study for individual pupils.
6. Participate in the evaluation and assessment activities required by County, including periodic self-evaluation.
7. Cooperate with the evaluator in developing and implementing suitable activities to improve job effectiveness.
8. Establish, with teachers and school administration, standards of pupil behavior through participation in in-service education activities provided by the County and/or self-selected professional growth activities.
9. Establish, with teacher, standards of expected student progress of approval by the evaluator based on assessment of the pupil's need.
10. Establish, with teachers and school administration, standards of pupil behavior through proper control and supervision and the provision of learning activities, which stimulate the interest and motivation of pupils.
11. Provide suggestions for a suitable leaning environment conducive to the development of the pupil's concept of self and self-improvement.
12. Attend meetings and conferences, which are job related and approved by the Superintendent.
13. Other duties as assigned by the Superintendent or his/her designee.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment; and come into direct contact with SJCOE staff, district office staff, parents, students, and the public.

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