

ACADEMIC COUNSELOR

DEFINITION

Under direction, provides professional academic counseling and guidance services to students in County Office of Education (Office) programs, including course placement, transcript evaluation, coding and analysis; provides supplemental academic intervention services to support underachieving students; provides informational services to parents, teachers, and administrators in order to promote a comprehensive decision-making process for development of student educational objectives and school programming; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in providing academic counseling and guidance services to students. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Conducts structured, goal-oriented, individual, small and large group counseling sessions to assist students in exploring, interpreting and developing personal decision-making competencies and provides support in academic matters, transition and court plans, social emotional/wellness, and family and teacher relationships that might impact their learning environment and overall wellbeing as students.
- Collects, organizes, and analyzes student information in order to collaborate with other professionals to address students' individual needs and special abilities.
- Participates on multidisciplinary teams in the development of Individual Education Plans (IEP) and facilitates IEP meetings.
- Collaborate with multidisciplinary teams (MDTs), probation partners, and providers.
- Provide postsecondary advisory support to high school students to help remove barriers and ensure students have access to the resources needed to achieve academic and personal success.
- Ensure equitable access to educational opportunities and supportive services for students.
- Coordinates opportunities and identifies students to participate in visits to college campuses, vocational institutions and the like.
- Assists in the management of behavioral emergencies; supports teams in responses to crises; debriefs with staff and assists with amendments to the behavior intervention plan as needed.
- Attends and participates in a variety of meetings, committees, conferences, in-services and/or special events.

- Maintains strict student and parent confidentiality.
- Stays current with methodology, technology, issues, laws and regulations, and best practices regarding academic counseling and guidance services.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a bachelor's degree from an accredited college or university in psychology, education, social sciences, or a related field.
- Master's degree preferred but not required.

Licenses and Certifications:

- Possession of a valid California Pupil Personnel Services (PPS) Credential – School Counseling.
- This position may require employees to travel; employees must be able get themselves to different locations during their workday and will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation.

Knowledge of:

- Principles, strategies, current trends, methods and techniques of professional counseling for academic, social, emotional, and career development.
- Childhood growth and development.
- Educational program planning, test interpretation, and other facets of counseling related to academic progress of middle school and high school aged students.
- Applicable federal, state, and local laws, codes, policies, and procedures relevant to the area of responsibility.
- Safety principles and practices including crisis de-escalation strategies, conflict resolution, and other Positive Behavioral Intervention Supports.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Diagnose, assess, prescribe and evaluate the learning needs of individual students.
- Implement trauma-informed and culturally responsive practices.
- Promote students' social and emotional development.
- Support career exploration and postsecondary planning.
- Motivate students toward completion of significant educational goals.
- Assess cultural, socioeconomic, and ethnic factors affecting learning ability.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office or classroom setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and classroom equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office, classroom, and outdoor environment with moderate to loud noise levels, cold and/or hot temperatures, and exposure to blood and body fluids while providing personal assistance to student(s) with daily activities and rendering First Aid and CPR. Employees interact with clients with behavioral disorders/erratic and assaultive behavior, including those which require emergency crisis intervention. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.