SEQUOIA UNION HIGH SCHOOL DISTRICT

JOB TITLE	**Counseling and Transitions Coordinator**
ADMINISTRATIVE RELATIONSHIP	Under the direction of the Assistant Superintendent of Educational Services or designee
CLASSIFICATION	Certificated Management
REQUIREMENTS	**Experience**: Five years prior public-school counseling experience in a secondary setting. **Education**: Completion of an earned Master of Arts or higher degree in psychology, counseling, and guidance, or a closely related field. **Certification**: Possession of a valid California Pupil Personnel Services Credential authorizing service as a counselor; possession of a valid California teaching credential desired. Cleared California Administrative Services Credential **License**: Possession of a valid California driver's license.
SALARY SCHEDULE	Certificated Coordinator Management Salary Schedule
WORK YEAR / HOURS	222 Days
LOCATION	District Office
BOARD APPROVAL	June 18, 2025

Basic Function

Under the direction of the Assistant Superintendent of Educational Services or designee, the *Counseling and Transitions Coordinator* is responsible for tracking, evaluating, and improving the comprehensive school counseling program; for using data to assess program effectiveness, identify opportunity gaps, and inform continuous improvement efforts; for building collaborative relationships with district leaders, administrators, school counselors, college and career positions, and others; and for districtwide development, implementation and evaluation for improving student college and career readiness outcomes (including drafting, updating, and evaluating a plan with LCAP-aligned improvement metrics). The *Counseling and Transitions Coordinator* will evaluate assigned personnel and provide technical assistance to ensure that all programs are in alignment with the outcomes for student success as identified in the District's LCAP and Strategic Plan.

Distinguishing Characteristics

- Character, personality, and proper social capability to relate effectively with diverse staff, students, and community.
- Demonstrated ability to work with a wide variety of community groups and organizations.
- Excellent communication skills, both orally and in writing, for a variety of audiences (e.g. parents, students, staff, other agency personnel, and public presentations).
- Effective listening skills.
- Effective conflict resolution skills and the ability to deal with confrontational situations in a positive manner.
- Effective collaboration and problem-solving skills when working with other district and outside agency personnel, ability to hold multiple perspectives and make connections between ideas and concepts
- Ability to effectively engage in cognitive conflict and stay calm in potentially stressful conditions

- Evidence of exceptional leadership and organizational skills
- Experience with the design and delivery of professional learning opportunities for adult audiences: Knowledge of the needs of adult learners and characteristics of effective PD
- Evidence of exceptional interpersonal and communication skills
- Experience with coaching and mentoring practices, for adults
- Evidence of a commitment to, and enthusiasm for, lifelong learning and professional/personal growth
- Evidence of groundedness in confidentiality and professional ethics

Essential Functions

- Leads cross-functional teams, including representation counselors, intervention counselors and college and career positions, to support integration of comprehensive school counseling program core practices with other universal systems multi-tiered systems of support.
- Leads district initiatives, collaborating across departments and functional areas that support adoption and implementation of a high-quality comprehensive counseling model.
- Works collaboratively with staff at both the district and school levels.
- Plans and facilitate Head Counselor team meetings.
- Works closely with school counselors and school administrators in implementing comprehensive counseling systems and structures to support all students.
- Supports principals to provide evaluative feedback to school counselors when requested by school administrators.
- Collaborates and communicates with key post-secondary partners.
- Develops metrics and tools for monitoring success outcomes of comprehensive counseling program implementation.
- Develops guidance and resources to support schools in understanding how comprehensive counseling programs are implemented within and outside of our pathways model.
- Aligns scope and sequence for school counselor professional learning to annual goals and expectations.
- Reviews, updates, and maintains counseling protocol and procedure guidance documentation, including but not limited to policy implementation, policy bulletins, and advising.
- Provides recommendations and rationale for long-range decision making (e.g., budget and allocation decisions, professional development structures, etc.) regarding the role of the school counselor and school counseling services.
- Manages early college credit opportunities and preparation programs.
- Provides direct Support of College Access/Persistence Activities with Students and Parents.
- Directly supports school-level college preparation activities as needed and coordinate districtwide college access and persistence activities for students and parents.
- Guides school-level staff to meet with students – individually and in groups – to talk about college and career options.
- Plans and implements district-wide postsecondary events – e.g., Hispanic forum; College Expo; FAFSA/CADA completion activities; college “Match” information sessions, etc. – to promote college access.
- Drives site financial aid access activities.
- Supports efforts to provide network-wide workshops that inform and prepare students in grades 9-12 for financing their college education including the Free Application for Federal Student Aid (FAFSA), CADA, scholarships, etc.
- Maintains information on institutions that offer “strategic” scholarships.
- Ensures schools are tracking key metrics such as college applications, scholarship applications, college acceptances, scholarships received, Senior Exit Questionnaire completion, etc.

- Supports efforts to ensure smooth senior transition into college and college persistence beyond the first year (e.g., summer workshops, freshman year of college data tracking and touch points, etc.).
- Serves as a liaison between the District Office and partnerships to promote and advertise enrichment activities (i.e., internships, job shadows, etc.).
- Provides direct school support to complete the Senior Exit Questionnaires.
- Leads parent engagement efforts around postsecondary access and persistence.
- Drives Individualized Student Planning – Support Naviance and other postsecondary planning tool implementation and usage in all schools.
- Trains coaches, students and other school staff (including administrators, teachers, and counselors) on Naviance, etc.
- Conducts comprehensive workshops preparing students for the Naviance Individualized Learning Plan and Milestone completion.
- Monitors Naviance utilization at district level.
- Monitors the percent of 9th through 12th grade students that complete an Individual Learning Plans and a concrete postsecondary plans.
- Facilitates integrated school counselor/coach planning and implementation.
- Works with counseling teams to maintain strong counselor, administrator, and post-secondary team integration in the schools.
- Works with counseling teams to develop counseling Implementation Plans aligned to school, Network, and District goal.
- Serves as an expert on all school counseling foundation, management, delivery, and accountability components, as outlined by the ASCA National Model.
- Educates leadership about the appropriate role of the school counselor.
- Supports the District's school counselors and college-access staff.
- Serves as a liaison, advocate, and representative of school counselors in order to effect systemic change and educational reform.
- Ensures that student achievement is at the center of school counselor work.
- Fosters school counselor leadership across the district.
- Promotes a culture of collaboration between school-based school counselors, intervention counselors, college and career professionals, administration and the union.
- Engages in collective inquiry that is action-oriented, results-focused, and promotes best practices in the District.
- Ensures that the school counselor voice is represented in the development of district policies, procedures, and initiatives.
- Develops online resources, communications, surveys, toolkits, flyers, and templates.
- Strengthens comprehensive, data-driven school counseling programs in every school.
- Reinforces the use of the ASCA National Model throughout the district.
- Delivers training/coaching/webinar sessions.
- Reinforces the development of student individual learning plans through Naviance (or similar platform).
- Defines recommended best practices to support the academic, social/emotional, and career development of all students.
- Establishes a strategic plan for the school counseling departments, including, goals, metrics, timelines, and action plans.
- Maintains and submits individual metrics and required documentation established by Education Services.
- Participates in meetings with external partners and district personnel to inform, review, and makes determinations related to new initiatives, programs, proposals, etc.
- Represents the district at relevant local, state, and national school counseling meetings,

conferences, and events.
- Continues own professional growth and development through memberships; attendance at relevant meetings, workshops and conferences; enrollment in advanced courses; and similar activities to serve as a regional, state, and national leader in the school counseling profession.
- Builds Capacity of School Postsecondary Teams.
- Provides professional development, tools and resources to assist school Counselors and College & Career professionals in creating a college and career going culture and driving strong postsecondary outcomes.
- Builds ongoing school staff capacity through network and district wide professional learning communities.
- Supports counselors and college and career professionals in developing and implementing strategies to identify and support student needs.
- Provides targeted coaching and development around key areas of need in counseling and college and career.
- Supports principals' evaluations of counselors on a periodic basis in alignment with key performance indicators.
- Monitors student individualized learning plans and completion progress at schools.
- Builds outside partnerships and identifies resources that can assist in the attainment of quality college and career opportunities.
- Links resources to schools based on needs assessment.
- Performs other tasks and duties as may be assigned.
- Follows Board policies and stays abreast of updates and changes.

KNOWLEDGE OF:
- Basic computer skills (word processing, e-mail, internet, database, spreadsheet, student information system).
- NAVIANCE and other college/career platforms.
- Multi-Tiered Systems of Support.
- Subject matter expertise commonly taught in public schools, and counseling and guidance knowledge and skills.
- UC/CSU A-G
- Private and out of state university admission requirements
- SUHSD graduation requirements and options for college and career readiness.
- CANVAS
- Infinite Campus (IC)
- Parent Square
- The role of technology in school counseling
- The role of counselors and ASCA standards
- Techniques and practices that will facilitate collaboration with site counselors and tiered systems of interventions
- Academic, social, and behavioral characteristics of secondary level students
- Socio-economic and cultural backgrounds of SUHSD students
- The Graduate Pathways, Portrait of a Graduate, LCAP, and the Strategic Plan
- The commitment to student-focused work and the role that school counseling programs play in closing opportunity gaps and eliminating inequitable student outcomes
- Secondary systems and structures, the design and delivery of comprehensive school counseling programs, and the ASCA National Model
- School counseling best practices related to academic advising, post-secondary planning, and social-emotional well-being and evidence of a commitment to stay current on relevant research

- Systems-level work

ABILITY TO:
- Plan, coordinate, implement and modify a comprehensive wellness program for the District.
- Demonstrate integrity and tact when dealing with confidential information and sensitive situation.
- Take initiative and provide self-directed leadership at the district level.
- Plan and facilitate professional development for various stakeholder groups.
- Gather, organize, analyze, evaluate, and interpret both qualitative and quantitative data.
- Coordinate and lead site and district team members in order to meet established deadlines and goals.
- Manage multiple projects and coordination services.
- Utilize culturally-relevant practices with diverse student and family populations.
- Establish and maintain cooperative working relationships with both colleagues and community members.
- Select train, supervise, and evaluate personnel.
- Travel to various school locations and attend off-site meetings

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Work at a desk, conference table, or in meetings of various configurations.
- Circulate for extended periods of time.
- See, for purposes of reading laws and codes, rules and policies, and other printed matters.
- Understand speech at normal levels.
- Read a variety of materials and computer screens, and prepare/process documents.
- Operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Communicate so others will be able to clearly understand a normal conversation.
- Bend, twist, stoop, and reach.
- Sit for prolonged periods.

WORKING CONDITIONS

ENVIRONMENT:
- Office environment
- Travel to various locations

HAZARDS:
- Traveling to various locations
- Inclement weather