

SANTA CRUZ COUNTY OFFICE OF EDUCATION

GUIDANCE COUNSELOR - CERTIFICATED JOB DESCRIPTION

DEFINITION

Develops, implements, and maintains a student counseling program that meets the educational, social, and emotional life goals of individual students. Provide informational services to students and parents which will assist the student in making appropriate decisions relative to the school program, the student's relationship with teachers, and decision outside of the school setting.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Track graduation requirements/subject completion to assist students and families in developing high school graduation plans.

Collaborate with the principal in developing the Master Schedule and provide guidance to students and teachers during course selection; Schedule students into classes prior to beginning each term.

Provide opportunities to meet with each students and parents annually to explain academic requirements, progress towards graduation and college readiness.

May administer and interpret personality and education achievement tests; counsels and encourages students toward higher educational goals.

Present time-sensitive College/Career mini-lessons to classes as requested and necessary.

Intervene and seek resolutions in student crisis situations.

Confers with and provides information to county probation department or other agency personnel.

Maintains records, prepares reports and makes special studies; may order classroom equipment and supplies.

Performs other tasks as directed.

Skill and Ability to:

Identify current issues and trends in alternative education programs and effectively utilize this information in program coordination and improvement.

Communicate orally and in writing sufficiently to express ideas, thoughts, and instructions clearly.

Plan and conduct a system of continuous evaluation of program activities; coordinate and conduct effective in-service training activities.

Collaborate effectively on inter- and intra-agency levels.

Skill and Ability to (continued):

Keep accurate records and submit reports in a timely manner.

Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. Various years of school counselling experience in an intermediate and/or high school setting along with some experience and/or training in working with at-risk students; counseling guidance of high risk youth; bilingual and/or bicultural Spanish/English strongly recommended.

License or Certificate:

Possession of an appropriate California Pupil Personnel Services Credential in school counseling. Must have possession of a valid Class C California Driver's License; insured by a valid liability carrier.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Essential duties require the following skills and working environment:

Sitting frequently on a daily basis; standing and walking short distances; lifting 50 lbs. maximum with frequent lifting and/or carrying objects weighing 10-25 lbs. Frequent use of hands, vision, hearing, speech/language processes. Physical strength and emotional stamina sufficient to organize and coordinate a variety of activities. Ability to use a variety of vocational education materials and supplies, telephone, computer, teaching aids, files, luggage cart, and automobile. Assigned work is normally performed in both an office and a school site environment. Continuous contact is required with administrators, teachers, parents, employers, and local community agencies.

Approval Date: 3/29/2019