

## **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

### **GUIDANCE COUNSELOR TECHNICIAN I**

#### **DEFINITION**

Under general direction of the assigned administrator, work within a broad framework of standard policies and procedures to provide counseling and guidance to students and their families. Provide informational and support services to parents, teachers and administrators in order to promote a comprehensive decision-making process for student educational objectives and school program development.

#### **SUPERVISION EXERCISED**

Exercise no supervision over County Office staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Provide students with information and support for dealing with conflicts in a positive manner.

Assist students to develop appropriate problem solving skills and abilities.

Assist students to develop critical thinking skills by providing opportunities to recognize accepted criteria for behavior and apply established criteria as the basis for selecting options in future planning.

Coordinate peer counseling and mediation groups for each program site.

Assist teachers in conducting and implementing diversity training and the teaching of a tolerance program.

Conduct parent education and support groups for parents of students.

Conduct self-esteem building activities and teach social values and values clarification to all students.

Provide intervention, education, and suppression to students who are involved, even peripherally, with gangs.

Provide anger management education and support for students with poor self-control skills.

Provide vocational counseling and referral for students in preparation for entering the world of work.

Assist students to develop long-term goals that will promote independent, drug-free, healthy lifestyles.

Provide technical and clerical support around the proper selection of course work and classes in conjunction with the classroom teacher.

Conduct transcript analysis and credit checks for all secondary students.

Coordinate anti-truancy programs for students who have more than three unexcused absences.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

Assist staff in identification of students' needs such as: depression, eating disorders, suicide, physical abuse, sexual abuse, and low self-esteem.

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Principles and practices used in dealing with staff, students, families and outside agencies.

Proper English usage, spelling, vocabulary, grammar and punctuation.

Methods and techniques of conflict resolution.

Modern office practices, methods, computer equipment and software.

Principles of data collection and/or record keeping and report preparation.

Safe driving principles and practices.

Counseling techniques and application of behavioral modification practices.

Familiarity with the needs of at-risk students.

Values clarification and active listening skills.

County Office policies and procedures.

State rules and regulations about student attendance.

**Skill and Ability to:**

Identify students with substance abuse problems.

Demonstrate an understanding, patient, and receptive attitude toward children.

Maintain accurate records.

Communicate effectively orally and in writing.

Deal with sensitive material in a confidential manner.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Skill and Ability to (continued):**

Be courteous and maintain a neat and clean appearance, and demeanor at all times.

**EDUCATION AND EXPERIENCE**

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

**Education:**

Completion of the twelfth grade or equivalent. Two years of college coursework in counseling, behavior modification, values clarification, techniques for improving self-esteem and active listening.

**Experience:**

Two years of experience providing support services to at-risk youths and their families in a counseling environment.

**License or certificate:**

Possession of, or ability to obtain, an appropriate, valid California driver's license and appropriate vehicle operation insurance.

**Qualification Requirements**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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 physical skills and work environment:*

Ability to work in a classroom environment with the ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, reach, and lift 25 pounds; exposure to volatile and assaultive behavior; exposure to outdoors.

Ability to speak, read, and write both English and Spanish or a target language may be required for some positions.

Ability to travel to different sites and locations in personal automobile.

**Approval Date:** May, 1998

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