

OXNARD UNION HIGH SCHOOL DISTRICT

INDEPENDENT STUDY PROGRAM COUNSELOR

BRIEF DESCRIPTION OF POSITION:

The Independent Study Program Counselor, under the direct supervision of the Manager, Instructional Programs, works with students, parents and staff members to assist students in making decisions and to utilize educational opportunity to the fullest.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provide advice and direction for students in developing realistic expectations in the area of academic achievement.
2. Provide advice and direction for students in developing acceptable behavior patterns.
3. Provide crisis counseling for students.
4. Provide general educational and career development assistance for each student as assigned; evaluates previous educational experiences; advise the sequence of courses most appropriate to the student's ability and goals; acquaint students with course requirements for graduation and required proficiency tests, develop a realistic career plan for each student and conducts periodic report card checks.
5. Refer students for additional assistance as appropriate.
6. Consults with other agencies, both private and public, regarding individual cases.

OTHER DUTIES AND RESPONSIBILITIES:

1. Interprets and evaluates for students and parents, results of standardized and individual testing regarding attitudes, abilities, interests and potential.
2. Maintains updated participant lists with recorded drops, transfers and absences.
3. Maintains records of student, teacher, and parent contacts and submits reports as requested.
4. Performs other tasks and assumes responsibilities as may be assigned by proper authority.

NOTE: FUNDING - 100% CATEGORICAL

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PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.

REQUIREMENTS:

WORK YEAR:	187 days
CREDENTIAL:	Current valid secondary teaching credential; current valid Pupil Personnel Credential
EDUCATION:	Master's Degree or equivalent.
EXPERIENCE:	Three years of secondary teaching desirable
SALARY:	Teacher's Salary Schedule

Updated 10-15-87

Updated 7-97