



ADULT SCHOOL COUNSELOR

Board Approval Date: 06/10/15

BRIEF DESCRIPTION OF POSITION:

Under the general direction of the Principal, the Counselor will assist with school wide efforts to improve student achievement and maintain an orderly campus. The counselor works with students, staff and community to assist students in making decisions and to utilize educational opportunity to the fullest. Provides supplemental services to enhance success with general educational, career development assistance with realistic expectations on an individual basis. May supervise activities of designated and classified personnel

MAJOR ESSENTIAL DUTIES AND RESPONSIBILITIES:

- a. Provides general educational and career development assistance for each student as assigned; evaluates previous educational experiences, advises the sequence of courses most appropriate to the students ability and goals; acquaint students with course requirements for graduation/completion; develop a realistic career plan for students.
- b. Represents the school in community forums for the purpose of maintaining ongoing community support for educational goals, establishing school/community partnerships and/or assisting with issues related to school environment.
- c. Assist in activities related to participant registration and orientation.
- d. Supplement school staff efforts by providing counseling services to Adult School participants including English as a Second Language and Migrant Education students, in areas of academic achievement, behavior and health.
- e. Counsel with parents of participants as assigned or specified in the project procedures.
- f. Assist and participate in staff development activities, meetings or other in-service as designated
- g. Maintain and review data to assist and develop appropriate services.

OTHER DUTIES AND RESPONSIBILITIES:

- a. Maintain updated participants lists with updated data.
- b. Maintain records of students, teachers, and courses and submit reports as requested.
- c. Conduct individual and group counseling designed to effect positive attitudes toward Personal, social, academic and career.
- d. Cooperate and assist in project implementation activities as requested.
- e. Under direction of the Principal assist with compliance reviews, safety requirements, advisory committee meetings, and preparation of necessary agendas and minutes.
- f. Assists with campus supervision as determined by collective bargaining agreement.
- g. Provide in-service and disseminate information as assigned.
- h. Perform other tasks and assume responsibilities as may be assigned.

KNOWLEDGE OF:

- Effective personal and academic counseling techniques and procedures
- Counseling theory, ethics and associated legal confidentiality requirements
- Laws regarding minors and child abuse reporting
- Applicable sections of the State Education Code and other applicable laws, rules and regulations related to assigned activities
- Behavior modification techniques and strategies
- Student assistance programs
- Community referral resources
- Graduation requirements
- Standardized assessments
- Standards based instruction
- State curriculum frameworks

- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Group and individual counseling theories and techniques
- Record keeping techniques
- District student information and data systems
- District and site rules, policies, and procedures

ABILITY TO:

- Provide counseling and guidance services to students
- Make referrals to community resources, support groups and social service agencies as appropriate
- Plan, prepare, and conduct individual and group counseling sessions
- Read, interpret, apply and explain assessment results, rules, regulations, policies and procedures
- Set limits and personal boundaries for students
- Complete work with many interruptions
- Analyze situations accurately and adopt an effective course of action
- Work independently with little direction
- Meet schedules and time lines
- Maintain confidentiality
- Maintain records and prepare reports, including confidential materials
- Establish and maintain cooperative and effective working relationships with others
- Supervise students
- Effectively conduct student, parent, and teacher conferences and meetings

PHYSICAL CHARACTERISTICS:

Sitting and standing for extended periods of time, walking around campus, dexterity of hands and fingers to operate office equipment/computers, and hearing and speaking to communicate with students and others.

WORK CONDITIONS:

Office and classroom environment subject to constant interruptions.

REQUIREMENTS:

- WORK YEAR:** Counselor Work Year
- SALARY:** Counselor Salary Schedule
- CREDENTIAL:** Current valid Pupil Personnel Credential
- EDUCATION:** Master's Degree or equivalent
- EXPERIENCE:** Three years of secondary teaching desirable