



## **SCHOOL COUNSELOR - COLLEGE AND CAREER READINESS**

### **DIRECTLY RESPONSIBLE TO**

The School Counselor - College and Career Readiness is under the immediate direction of the site administrators and under the general supervision of the Coordinator of Learning Support Services.

### **PRIMARY FUNCTION**

The School Counselor - College and Career Readiness will assist with the alignment of the World of Work curriculum, student mentorship activities, and counseling efforts. The School Counselor- College and Career Readiness will embed career elements and education systemically and organize school counseling efforts to include early college credit attainment, industry certifications, work-based learning, etc. They will build opportunities to help students explore, plan, and pursue careers that reflect their strengths, interest and values on a path to gainful employment.

The School Counselor - College and Career Readiness will provide support to students and teachers in all aspects of career counseling and instruction related to World of Work and Career Technical Education. This position will serve as a resource to their school site in the development of career counseling components such as: finding a pathway to gainful employment, regional career exploration, high school to college to workforce transitions.

The School Counselor - College and Career Readiness will build stronger pathway experiences for students through building early college credit attainment opportunities and providing career exploration.

### **DISTINGUISHING CHARACTERISTICS**

This position requires expertise in career counseling. Directly related counseling, student support, and instructional experience is required to perform problem analysis using prescribed principles, methods and concepts. Developing a strong knowledge of the World of Work curriculum is essential.

The functional role of this position classification requires the application and interpretation of data, facts, procedures and policies. The incumbent meets frequently with school administrators, other teachers, internal staff and members of the community to communicate information, data and alternative problem solutions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Attend regular meetings with World of Work Coordinator, counselors and other site administrators
- Assist administrators with the master schedule
- Maintain confidentiality
- Assist with the integration of career opportunities
- Identify opportunities for students and staff to participate in college and career development

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- Facilitate Educationally Related Mental Health Services (ERMHS) counseling sessions with students
- Build and maintain relationships and communicate effectively with post-secondary institutions
- Plan, organize, and develop programs that prepare students for college and career
- Organize, set priorities and meet deadlines, and manage multiple tasks
- Help students gain an awareness of interests and abilities via the World of Work curriculum
- Manage and monitor all transcript credit information for successful graduation
- Collaborate with stakeholders to ensure that transcripts are accurate and are fully taken into account when considering graduation plans and each learner's school schedule
- Help all learners become aware of all phases of post-secondary school options
- Communicate with learners information about financial aid, scholarships, college applications, etc.
- Meet with learners and their families to ensure they are on track to graduate and review college and career readiness
- Present information to staff, students, parents, and community
- Monitor enrollment in a college preparation course to support learners post graduation plans
- Organize field trips to college campuses and visits by college representatives
- Support administration of PSAT, SAT, and ACT tests, benchmark testing, ELD and state testing
- Identify and communicate scholarship opportunities to learners
- Manage data to monitor college and career readiness, including managing and updating records for any learners who are taking community college courses
- Prepare college recommendations as requested by students
- Support graduation ceremony
- Serve in various capacities at the school or the district level when required, such as providing in-service, reporting to the Governing Board, and participating on school or district committees
- Maintain student and school records
- Participate in student study team (SST) process to problem solve and coordinate services
- Counsel individual and groups of students to facilitate transition from home to school and to build positive attitudes, self-understanding, self-direction, and responsibility
- Consult with teachers to coordinate effective intervention plans to meet students' needs and to serve as a referral agent when needed
- Consult with other school staff on curriculum development, testing, records, placement, grouping, promotion, student evaluation, screening of students, and exchange of information

#### KNOWLEDGE OF:

- Instructional strategies including project-based learning principles
- California graduation requirements and options for college and career readiness
- Career and Technical Education
- Techniques and practices that will facilitate collaboration with staff
- Modern principles and practices of program development and implementation
- Socio-economic and cultural background differences of Cajon Valley students

#### ABILITY TO:

- Establish and maintain positive relationships
- Communicate positively and effectively verbally and in writing
- Meet multiple demands from several people and successfully interact with the public and staff
- Make decisions in the best interest of students
- Work independently and with teams of educators
- Deliver Impeccable Service
- Build Community

### JOB REQUIREMENTS

- Must hold a currently valid California Pupil Personnel Services: School Counselor credential
- Any combination of experience and training to provide the required knowledge and skill

### OTHER REQUIREMENTS

- License Requirement: Possession of a valid California driver's license
- Condition of Employment: Insurability by the District's liability insurance carrier

### WORKING CONDITIONS

- Walking and standing for extended periods
- Occasionally moving or lifting of up to fifty (50) pounds
- Accurate perceiving of sound, near and far vision, depth perception, handling and working with materials and objects and providing oral information
- Working in both inside and outside conditions

### SALARY

In accordance with the Certificated Student Service Provider - Counselor Salary Schedule