



DRAFT POSITION DESCRIPTION

Title: College and Career Counselor	
Department: Educational Services	FLSA Classification: Exempt
Bargaining Unit: SRTA Certificated Contract	Work Year: 195 Days
Reports to: School Principal	Board Approval Date: June, 24, 2015

Salary Grade: SRTA Certificated Contract Salary Schedule

DEFINITION:

This position shares responsibility for improved student outcomes in college and career through offering guidance and counseling programs aimed to help students make more informed and better educational and career choices. Among other things, College and Career Counselors offer information on high school course offerings, career options, the type of academic and occupational training needed to succeed in the workplace, and postsecondary opportunities that are associated with fields of interest. College and Career Counselors also provide teachers, administrators, and parents/guardians with information they can use to support students' career exploration and postsecondary educational opportunities.

QUALIFICATIONS:

Education and Experience:

The successful candidate must demonstrate the following:

- Possession of a Bachelor’s Degree and a Master's Degree in School Counseling.
- Bilingual (English/Spanish) preferred but not required.

License and/or other qualifications:

- Valid California credential authorizing service in school counseling (Pupil Personnel Services).

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Counseling objectives, principles, and procedures.
- Secondary curriculum.
- Various Student Information Systems.
- Effective models of counseling.
- State, and local SRCS District graduation requirements as well as A-G college entrance requirements for successful transition to high school.

- California Standards for School Counseling and the American School Counseling Association Standards (ASCA).

Ability to:

- Establish and maintain effective relationships with district and site staff, students, families, the public, and community agencies.
- Identify and determine the nature of student needs and provide appropriate assistance.
- Maintain confidentiality.
- Speak and write effectively.

ESSENTIAL JOB FUNCTIONS:

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign related duties and responsibilities for this job.

Essential Job Functions include, but are not limited to the following:

- Support and advise students and parents/guardians on college entrance requirements, college applications, and admission timelines.
- Track information such as SRCS graduates' participation in postsecondary education, vocational-technical training programs, and job placements.
- Support students in the dual enrollment process, which could include workshops and 1:1 support.
- Inform students and families about scholarships, grants, and other financial assistance that can be used to support advanced education and training.
- Assist students and parents/guardians with completing the Free Application for Federal Student Aid (FAFSA) or the California Dream Act application (CADAA) financial aid application.
- Collaborate with High School Counselors to support college and career-ready practices.
- Work collaboratively with postsecondary and community partners to support a college-going culture.
- Arrange job shadowing, work placements, and community-based learning programs to allow students to directly experience workplace situations
- Develop and facilitate classroom guidance activities and workshops focused on career preparation, such as resume and cover letter development, mock interviews, and service learning.
- Facilitate opportunities to promote awareness of postsecondary options, including but not limited to guest speakers, career panels, military branches, and college and career-focused institution representative visits.
- Pursue pertinent professional growth opportunities.
- Adhere to professional codes of ethics, legal mandates, and district policies.
- May perform other duties related to this job description.

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

ENVIRONMENTAL DEMANDS:

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	School grounds
Exposure to excessive noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Loud voices
Exposure to extremes in temperature, humidity, wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor conditions
Exposure to dust, gas, fumes, or chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	District approved disinfectant
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with biohazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

