



POSITION DESCRIPTION

Title: Career Technical Education Counselor on Special Assignment

Department: Educational Services

FLSA Classification: Exempt

Bargaining Unit: SRTA Certificated Contract

Work Year: 195 Days

Reports to: Director of College and Career Readiness

Board Approval Date: **PENDING**

Salary Grade: SRTA Certificated Contract Salary Schedule

DEFINITION:

The Career Technical Education (CTE) Counselor on Special Assignment (COSA) will assist with the alignment of the CTE program activities and counseling efforts. The COSA will support the implementation of work-based learning opportunities, increased access to early college credit opportunities in CTE, and other college and career readiness initiatives.

QUALIFICATIONS:

Education and Experience:

The successful candidate must demonstrate the following:

- Possession of a Bachelor’s Degree and a Master's Degree in 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.
- Career Technical Education (CTE)
- Early College Credit (dual enrollment and articulation).
- Various Student Information Systems.
- Effective models of counseling.
- State, and local SRCS District graduation requirements
- College eligibility requirements (A-G)
- California Standards for School Counseling and the American School Counseling Association Standards (ASCA).

Ability to:

- Establish and maintain effective relationships with 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:

- Provide clear communication with all SRCS communities.
- Collaborate with district and site staff to design innovative opportunities to support preparing students for college and career readiness.
- Support school sites with CTE programming to increase CTE completion rates.
- Develop communication tools for students and families highlighting CTE programs, integrated pathways, work-based learning, student support services, and postsecondary alignment.
- Coordinate district-wide parent/guardian and community meetings to promote CTE programs with all appropriate stakeholders.
- Establish relationships with industry and community partners to support the implementation of work-based learning.
- Participate in local, regional, and state convenings related to the elements of a high-quality CTE program.
- Collaborate with postsecondary partners to establish early college credit opportunities for students such as dual enrollment and articulation agreements in CTE.
- Support school sites with the process to register students for dual enrollment opportunities provided through a College and Career Access Pathways agreement.
- Provide opportunities for counselors to participate in professional development related to CTE.
- Provide resources to support school counselors in the career domain.
- 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"/>	

