

## SACRAMENTO COUNTY OFFICE OF EDUCATION

### **CLASSIFICATION TITLE: Counselor, Student Programs and Services Division**

#### **DEFINITION**

Under general direction, provides counseling and guidance services to students and clients served by Student Programs and Services Division, in the areas of academic and vocational program selection and placement, student performance, productivity, attendance, career planning, personal and social relationships; performs related counseling duties as assigned.

#### **DIRECTLY RESPONSIBLE TO**

Appropriate Site Administrator

#### **SUPERVISION OVER**

None; however, may train and assign work to site support staff.

**DUTIES AND RESPONSIBILITIES** (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

#### **Counseling**

Reviews program enrollments/referrals, and transcripts; evaluates student transcripts and assists with credits issuance as needed; administers and evaluates assessments; provides program counseling and guidance services; assists teachers and staff with the development and maintenance of the student's Individual Learning Plan (ILP); serves as an information source regarding school and community resources; maintains appropriate school records and provides written reports and communications; counsels students having discipline or attendance problems; identifies students needs, including recommendations regarding reasonable accommodations for students with disabilities, and cooperates with other staff members in assessing and helping students to solve health, attitude or learning problems.

#### **Program Enrollment**

Recruits and enrolls students; solicits, obtains, and processes referrals from participating agencies and ensures proper academic and vocational placement in programs; confers with classroom teachers and other staff regarding attendance, achievement, behavior, discipline and related matters; assists in expediting the transfer of student records to the centralized student information system, or other institutions or schools, works with staff in program promotion.

#### **School Liaison**

Maintains liaison services between agencies and other Sacramento County Office of Education departments, as well as school districts to facilitate communication; writes grants; participates on various assigned committees; attends meetings as necessary.

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience**

Possession of a valid California credential authorizing pupil personnel services. Masters degree is desirable. Experience in organizing and assisting individuals and groups in attaining specific goals. Marriage, Family and Child Counselor (MFCC) and/or social work experience are desirable.

### **Knowledge, Skills, and Abilities**

Knowledge of the California education system and the specific program and curriculum areas provided by the Student Programs and Services Division; knowledge of the developmental processes of adolescents; knowledge of counseling techniques to facilitate decision-making, problem-solving, and coping skills for adolescents and adults; ability to coordinate student and group activities; ability to facilitate educational and career planning for all students; interpersonal skills to work cooperatively and effectively with individuals and groups; communication techniques; organizational skills; ability to understand and accept individual differences in children and parents; knowledge of current state law/regulations and Sacramento County Office of Education policy regarding high school graduation or equivalency.

### **Other Characteristics**

Possession of a valid California driver's license; willingness to travel locally using own transportation (mileage reimbursed), and willingness to travel within the state as required; willingness to work additional hours on occasion.

Approved September 2004