

Sacramento County Office of Education Job Description

Classification Title: Counselor, Alternative Education

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 career technical education program selection and placement, student performance, productivity, attendance, college and career planning, personal and social/emotional relationships; performs related counseling duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate 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; evaluates student transcripts and assists with identifying credits needed; administers and evaluates assessments; provides program counseling and guidance services; assists teachers and staff with the development and maintenance of the Student Success Plan; serves as an information source regarding school and community resources; maintains appropriate school records and provides reports and communications; counsels students having discipline or attendance concerns; identifies students' needs, including recommendations regarding reasonable accommodations for students with disabilities, and cooperates with other staff members in assessing and helping students to address academic, career and college planning, and social and emotional needs.

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 Pupil Personnel Services credential authorizing School Counseling. Masters degree is desirable. Experience in organizing and assisting individuals and groups in attaining specific goals.

Knowledge of:

California education system and the specific program and curriculum areas provided by the Student Programs and Services Division; developmental processes of adolescents; counseling techniques to facilitate decision-making, problem-solving, and coping skills for adolescents and adults; American School Counselor Association standards and competencies; current state law/regulations and Sacramento County Office of Education policy regarding high school graduation or equivalency; standard software applications including video-conferencing platforms.

Skill and Ability to:

Coordinate student and group activities; facilitate educational and career planning for all students; evaluate student transcripts, credit attainment and needs; work with community colleges to dual enroll students when requested; provide supports and resources/referrals for post-secondary planning/opportunities; work cooperatively and effectively with individuals and groups from various cultural and socioeconomic backgrounds; communicate effectively in both oral and written forms; plan and organize work; understand and accept individual differences in children and parents; operate office equipment and use standard software applications, including video-conferencing platforms.

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.

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