

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: CAREER COUNSELOR

#### **General Description**

Under the direct supervision of the Principal – Alternative Education, the Career Counselor will assist students in personal and social development, as well as educational and vocational planning. This position is subject to federal funding.

#### **Certification and Education**

Bachelor's degree from an accredited college or university with major coursework in education and/or a related field (Master's preferred), a valid Pupil Personnel Services Credential, and a valid California driver's license.

#### **Knowledge, Abilities and Experience**

Ability to communicate in an interesting, informative and motivational manner; advanced skill in communicating, both written and orally with large and small audiences, skill in collecting and assembling data, preparing reports, monitoring progress, and analyzing data.

#### **Duties and Responsibilities**

##### **ESSENTIAL DUTIES:**

Meets individually, with each student assigned at least three (3) times annually to develop and update a high school and career guidance plan; assists students in registering for summer school and adult night school courses; provides the opportunity for parent conferences; assists in obtaining tutors for students; provides students with information about colleges, universities, and course requirements for specific majors; writes letters of recommendation for students; provides students with the opportunity to receive information regarding a broad range of post high school options, including alternatives to high school graduation; informs students of scholarships, grants, and financial aid available and application procedures; provides information on various skill-training programs available to students; assists students in planning a college/university visitation; keeps parents informed about information relevant to their student, for example: graduation requirements, post high school options, testing opportunities, college application procedures, financial aid assistance and scholarships; acts as liaison between college counselors and seniors to set up assessment testing, pre-admission information sessions and individual appointments with a visiting college counselor.

##### **OTHER RELATED DUTIES:**

Provides opportunities for positive recognition; participates in conferences relating to conflict resolution; coordinates services with outside agencies; acts as a resource for referrals to those agencies; works with outside agencies to provide career testing and information; performs all other related duties.

#### **Working Conditions**

Working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

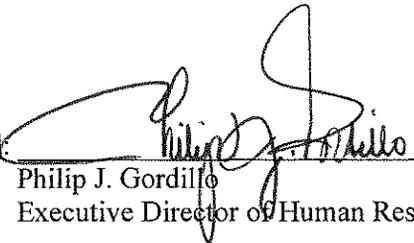
#### **Physical Demands**

Incumbents stand and sit for long periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and arms; stoop, kneel, or crouch; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate

computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 20 pounds.

**Environment**

Duties are performed in a classroom or office environment.

Approved:  7/31/2012  
Philip J. Gordillo Date  
Executive Director of Human Resources

Approved:  
Revised: 4/28/2011 (Updated Working Conditions and Physical Demands)