

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COUNSELOR

General Description

Under the direct supervision of the Principal-Special Education, provides all aspects of counseling and guidance services to students in Santa Clara County Office of Education programs including supplemental academic intervention services to support underachieving students; provides informational services to parents, teachers, and administrators in order to promote a comprehensive decision-making process for student educational objectives development and school programming.

Certification and Education

Bachelor's degree from an accredited college or university; and a valid California Pupil Personnel Services Credential authorizing services as a School Counselor.

Knowledge, Abilities and Experience

Demonstrated knowledge and experience in counseling children in need of special and/or alternative education; knowledge of, and ability to implement the intent of federal and state mandates for special and/or alternative education in a public school setting; ability to communicate successfully with parents, staff, and other agencies; ability to diagnose, assess, prescribe and evaluate the learning needs of individual pupils; knowledge of education laws relating to child welfare and attendance, work experience programs and counseling.

Duties and Responsibilities

ESSENTIAL DUTIES:

Reviews student skills assessment/educational needs evaluation; assists with individualized student programming/scheduling; monitors student graduation process; evaluates transcripts; refers students for support services; acts as transfer liaison; provides individual student counseling, group counseling and parent conferencing; provides support services to teachers; develops and implements specialized curriculum; provides career counseling; monitors work experience; acts as community liaison and may provide in-service to employers working with students enrolled in county office programs and other duties as assigned.

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: _____

Philip J. Gordillo
Executive Director of Human Resources

7/31/2012
Date

Approved: 9/8/86 by Assistant Superintendent, Personnel
Revised: 2/24/11, 5/17/11, 6/14/2011 (Updated Working Conditions and Physical Demands)