

MENDOCINO COUNTY OFFICE OF EDUCATION

<b>JOB TITLE:</b>	<b>College and Career Readiness Counselor</b>	<b>Reports To:</b>	<b>Cabinet Level Education Administrator</b>
<b>Division:</b>	<b>Student Programs and Support Services &amp; Educational Services</b>	<b>Employee Unit:</b>	<b>Certificated Management</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>Work Year:</b>	<b>12 Months (220 days)</b>
<b>Supt. Approval:</b>	<b>July 1, 2012</b>	<b>Salary:</b>	<b>Range H</b>

**BASIC FUNCTION:**

Under administrative direction, develop a County wide comprehensive guidance program that enhances students’ access to post-secondary opportunities including college, technical education and careers. Serve as a resource and provide guidance to academic counselors and act as a liaison with districts, high schools, middle school and the business community to increase understanding of college, career and technical education readiness skills. Support integration of CTE Anchor Standards with Common Core Standards. Serve as a college, technical education and career counselor.

**DISTINGUISHING CHARACTERISTICS:**

While the College and Career Readiness Counselor and the Alternative Education School counselor both act as counselors to students, the College and Career Readiness Counselor is distinguished from the Alternative Education School Counselor by its County wide responsibilities in regard to programs delivered through CTE and Educational Services; its responsibility to represent MCOE, CTE and Educational Services departments and serve as a liaison with CDE, County districts, schools, community agencies and businesses

**REPRESENTATIVE DUTIES AND RESPONSIBILITIES:**

- Develop with districts a County wide comprehensive counseling and guidance system that supports CTE pathways and college readiness;
- Develop Student Guidance Plans to provide college, career and occupational guidance to students;
- Act as MCOE representative and liaison for MCOE in regard to post-secondary guidance. Meet with District representatives, serve on committees such as Youth Council, develop partnerships with District counselors and coordinate guidance efforts with high school and middle school career educational programs;
- Facilitate county-wide school counselors network as a strategy for collaboration, professional development and discussion on current issues;
- Be a conduit for information regarding funding sources for K-12 school counseling services in the three domains of academic performance, social-emotional health and career planning programs;
- Provide a wide variety of curriculum services and staff development to school counselors, teachers, administrators, staff and others;
- Provide support to school counselors with the a-g course approval process through the UC Doorways system;
- Serve as a resource to CTE teachers in the implementation of the Common Core Standards;
- Administer student assessment test to help with career pathways and monitor student progress and records;
- Communicate with parents regarding goals, objectives and strategies for success through the college and career readiness program;
- Assist Mendocino County school districts in developing policies and procedures dealing with identification, assessment and referral of at-risk students;
- Collaborate with regional partners on topics including the CTE course and program development, implementation of the common core standards and mental health services;

- Provide support for teaching and other staff as needed;
- Coordinate student services with agencies including Mendocino College, probation, social services, law enforcement, and other community organizations;
- Implement and support middle grades career awareness and exploration in middle schools throughout the county;
- Assist high schools and middle schools in developing career fairs;
- Make presentations to parents, educational and business leaders in the community on career and college readiness;
- Collaborate with the technology department at MCOE to insure technology compatibility with district systems prior to implementing specific programs;
- Participate in the acquisition of grants and other sources of funding for local districts and County Office programs and projects;
- Provide training and technical assistance to school sites in collecting data (attendance, test scores, surveys) and submitting data to MCOE in a timely basis for program evaluation;
- Keep informed on current trends in curriculum development in comprehensive school counseling programs which focus on academic achievement, social-emotional health and careers, and to serve as a supportive and knowledgeable resource to County Office staff, district and school personnel and others;
- Perform related duties as required or assigned.

**EMPLOYMENT STANDARDS:**

KNOWLEDGE OF:

- Applicable sections of the Education Code and other applicable laws, rules and regulations related to career education and school counseling;
- Counseling theory, ethics and associated legal confidentiality requirements;
- Principles, effective practices, methods and strategies applicable to school counseling services; academic programs, college and career exploration and planning, comprehensive social-emotional health;
- Community referral resources;
- 21<sup>st</sup> Century skills;
- College and career readiness standards and Common Core Standards;
- Learning theory and effective staff development strategies and practices;
- Interagency relationships and effective methods of program coordination;
- Human development and learning theories;
- Program planning and evaluation designs and models.

ABILITY TO:

- Plan and develop a Comprehensive Counseling and Guidance System;
- Analyze situations accurately and adopt an effective course of action;
- Establish and maintain cooperative and effective working relationships with others;
- Coordinate various student services with appropriate agencies;
- Communicate effectively verbally and in writing;
- Provide individual and group counseling for students;
- Prepare and maintain a variety of records, data and reports, including confidential materials;
- Read, interpret, apply and explain laws, rules, regulations, policies and procedures;
- Work independently with little direction;
- Plan and organize work and meet schedules and timelines;
- Work confidentially with discretion;
- Be flexible and receptive to change;

- Adapt to periodic heavy work load;
- Maintain regular and reliable attendance.

**EDUCATION AND EXPERIENCE:**

EDUCATION:

- Master of Arts Degree from an accredited college or university in School Counseling

EXPERIENCE:

- Experience working in career and technical education;
- School Counseling;
- Experience in providing professional development and program administration, desirable
- Experience in creating presentation materials and sharing before large groups, desirable.

**LICENSES AND OTHER REQUIREMENTS:**

- Possess a valid Pupil Personnel Services Credential;
- Possess or obtain upon employment, a valid California Driver License;
- Provide proof of automobile insurability;
- Meet the physical requirements necessary to perform assigned duties safely and effectively, including lifting fifty (50) pounds on an occasional basis and in excess of fifty (50) pounds with assistance.

**WORKING CONDITIONS:**

ENVIRONMENT:

- Office and classroom environment;
- Constant interruptions;
- Driving a vehicle to conduct work as assigned by the position.

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information and make presentations;
- Seeing to read a variety of materials;
- Dexterity of hands and fingers to operate a computer keyboard;
- Sitting for extended periods of time;
- Standing, walking, twisting, stooping, crouching, kneeling, bending over at the waist, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

HAZARDS:

- Potential for contact with bodily fluids, blood-borne pathogens and communicable diseases;
- Driving a vehicle during adverse weather conditions.

6/14/2012