

ALTERNATIVE EDUCATION SCHOOL COUNSELOR

Definition:

Under the general supervision of the Director of Alternative Education, provide behavioral and educational counseling to individuals and small groups of students.

Distinguishing Characteristics:

- Assist students in understanding and seeking solutions to social, emotional, or academic problems and issues; serve as a resource pertaining to student behavior management strategies.
- Participate in the Individualized Education Plan (IEP) process, and assist with development of Individual Learning and Transition Plans.
- Assist students in transitioning to and from Alternative Education and District programs and provide career/post-secondary guidance and counseling.

Supervision Exercised and Received:

General direction is provided by the Director of Alternative Education.

Examples of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Conduct structured, goal-oriented counseling sessions in a systematic response to the identified needs of students;
- Construct individualized development programs for students, helping them visualize and establish their educational goals;
- Provide direct guidance and counseling services which are relevant to the sequential development of students as related to educational, social and vocational objectives;
- Perform assessment and consultation related to alcohol and drug dependency issues; perform group and individual counseling and refer students and parents to community resources; develop a treatment and discharge plan, including an aftercare program;
- Provide crisis intervention, educationally related mental health services, guidance counseling and family consultation services;
- Monitor student credits, progress and records;
- Communicate with parents regarding goals, objectives and strategies for success in the Alternative Education program;
- Assist students in transitioning to and from Alternative Education and District programs;
- Provide post-secondary guidance and counseling;
- Secure parents' assistance in improving educational achievement of their child;
- Attend and participate in IEP, interagency and other meetings;
- Serve as administrative designee for the IEP team when needed;
- Coordinate student services with agencies such as probation, law enforcement, social services, districts and other organizations;
- Provide support for teaching and other staff as needed;
- Assist with problem solving and consultation regarding student behavioral and program issues;
- Participate in student/teacher or parent/teacher conferences as requested;
- Prepare and maintain accurate records and reports related to students, IEPs, intake, attendance and other records, as assigned
- Assist with planning and development of Individual Learning Plans (ILPs);
- Analyze situations accurately and adopt an effective course of action;
- Operate a computer and other office equipment, as assigned;
- Drive a vehicle to various sites to conduct work;
- Participate in professional development programs;

- Perform related duties as assigned.

Employment Standards:

Knowledge of:

- Applicable sections of the Education Code and other applicable laws, rules and regulations related to assigned activities;
- School and county discipline and attendance policies;
- Counseling theory, ethics and associated legal confidentiality requirements;
- Effective counseling techniques and procedures;
- County Office Alternative Education Program policies and practices;
- County and state juvenile justice system;
- Behavior modification techniques and strategies;
- Community referral resources;
- ILP development and format;
- Human development and learning theories;
- Interpersonal skills using tact, patience and courtesy;
- Oral and written communication skills;
- Record-keeping techniques;
- Operation of a computer and assigned software.

Ability to:

- Provide individual and group counseling for students;
- Coordinate various student services with appropriate agencies;
- Plan and develop ILPs;
- Prepare and maintain a variety of records and reports, including confidential materials;
- Read, interpret, apply and explain laws, rules, regulations, policies and procedures;
- Analyze situations accurately and adopt an effective course of action;
- Work independently with little direction;
- Meet schedules and timelines;
- Plan and organize work;
- Work confidentially with discretion;
- Establish and maintain cooperative and effective working relationships with others;
- Operate a computer and other office equipment;
- Adapt to periodic heavy work load;
- Maintain regular and reliable attendance.

Education and Experience:

Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Bachelors Degree from an accredited college or university; Masters Degree with an emphasis in school counseling if applicable.

Experience:

- Three (3) years working with at-risk students is preferred;
- Bilingual (Spanish speaking and writing) required.

Credentials:

- Possess a valid California Pupil Personnel Services Credential;
-OR-
- Possess a valid Pupil Personnel Services Credential from a state other than California with preparation that is acceptable in order to receive a California credential and be willing to take and pass the California Basic Education Skills Test (CBEST) within one year;

-OR-

- Be currently enrolled in a university school counseling program and authorized for an internship to allow you to begin working as a counselor –AND—passing scores on the California Basic Education Skills Test (CBEST);

Work Environment:

The following conditions may be present:

- Walking on uneven ground when outdoors;
- Exposure to student illness, injuries, infections and bodily fluids;
- May be exposed to chemicals contained in cleaning products;
- May be required to maneuver into awkward positions.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by Sonoma County Office of Education, prior to employment;
- TB testing will be required upon employment;
- Must pass a pre-employment physical (if applicable);
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment;
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.