

Location:	Metropolitan Education District (MetroED) Silicon Valley Adult Education (SVAE) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	Director, SVAE Center
Classification:	Unrepresented
Date Approved:	9/10/14
Dates Revised:	
Position Control:	#143000, 143001, Salary Schedule 1, Range 1, Work Year 175 Days

POSITION DESCRIPTION:

Under the direction of the SVCTE Director or designee, the Counselor will develop a counseling program designed to help students succeed in their SVCTE courses by maintaining a positive attitude, appropriate behavior, and the required attendance in order to be well prepared for further study and for entry-level employment. The Counselor assists the students with testing and assessment opportunities, educational planning, resources of the school and community, and with career and college guidance and planning. The Counselor also evaluates students' progress; supports and supervises co-curricular activities; communicates regularly with parents and education partners; may be designated to direct classified staff, and to perform other duties required by the profession.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions

- Provide guidance to students in the following domains: career development, personal/social, and academic
- Oversee the enrollment process and develop efficient communication and scheduling processes with school partners
- Assess student needs and capabilities and assist teachers as they provide differentiated instruction that will help them achieve their goals for their students
- Assess student interests, and abilities
- Provide support to students with special needs and utilize the trained staff and resources available
- Assists in student recruitment efforts
- Provides student eligibility for special programs and contracts
- Communicate and coordinate scholarship opportunities for students
- Assists with student activities, student assemblies, and tours
- Confer with representatives of local districts and schools, businesses, and agencies
- Communicate and represent the program goals to professional and community groups
- Meets with parents as requested and keeps parents informed of student behavioral and/or educational challenges
- Assists with tours, coordinate job and college fairs and presentations; work with the Career Technician to provide career and college preparatory activities to students

AREAS OF RESPONSIBILITIES/DUTIES (continued):

Essential Functions

- Develop an understanding of the needs of youth in the school community and establish effective working relationships with support agencies
- Assist the site administration in the development of student policies; and attend meetings as assigned
- Work cooperatively with local and home district counseling and guidance personnel
- Participate on Advisory Committees as requested
- Follow all process for enrollment and disenrollment of students
- Participate in district and school staff meetings
- Act in accordance with state law and district and school regulations and policies
- Performs related duties as assigned by the Director or designee

OTHER DUTIES AND RESPONSIBILITIES:

- Participate in professional organizations related to individual area of specialization and career technical education
- Participate in professional development activities and attend conferences and workshops as related to the position
- Collaborate with school staff and administration in developing and implementing district projects and programs
- Assume responsibility for participation in district/school emergency preparedness exercises and being part of the Districts' emergency response to actual emergencies

EMPLOYMENT STANDARDS:

Knowledge of:

- Counseling theory and methodology in the career development, personal/social, and academic domains
- Requirements of the job market and specific career areas
- Local job market and resources available to monitor changes in the employment situation in Santa Clara County
- Career Technical Education training opportunities in the District
- Local, state, and federal rules, laws, and practices as they pertain to students and education

Ability to:

- Communicates effectively both in writing and verbally
- Possesses a sincere interest in and a clear understanding of career technical education
- Effectively prioritized work load and changes priorities on short notice
- Works well under pressure
- Maintains accurate records and files
- Gathers, organizes, prepares data and researches other information related to the position
- Models positive character traits and a strong work ethic
- Displays an ability to solve problems
- Maintains a high degree of ethical conduct
- Dresses and acts in accordance with organizational expectations
- Is compliant with rules and regulations
- Effectively motivates students to attain their educational goals

MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

Experience and Credentials:

- Possess a valid California Pupil Personnel Services Credential
- Bachelor of Science or Arts Degree (B.A. or B.S.).
- Preferred, two (2) years of professional experience as a high school guidance counselor; experience working in Career Technical Education.

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

Expectations:

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly 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 and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

Date: _____

Signed: _____
Employee Signature