

**OFFICE OF MARY C. BARLOW  
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

**TITLE I TRANSITION COUNSELOR**

Certificated Job Description

**RANGE:**

Salary Schedule #74, 215 days

**IMMEDIATE SUPERVISOR:**

Court/Community School Site Principal

**ESSENTIAL FUNCTIONS:**

1. The Transition Counselor will serve as a an advocate for referred community school students as they transition out from a community school program to either their school of residence, an institution of higher education, a vocational training program, the world of work, or the military.
2. The counselor will meet with and will create a transition plan for students referred for services.
3. The counselor will serve as a liaison for students returning to their school of residence and will communicate with school districts to ensure that students successfully complete the re-enrollment process with their district of residence for the purpose of reducing school dropout rates.
4. The counselor will offer guidance and support to graduating students who are referred for services in the application process for college, or, when appropriate and requested, the military or vocational training programs, along with information related to available financial aide for each of the respective programs.
5. The counselor will be available, secondarily, to work with students at-risk of school failure.
6. Referred students who are at least 17 years of age, and at-risk of not graduating, will be counseled regarding the GED test preparation program and will be provided guidance in the procedures to enroll in such a program.
7. The counselor will develop and maintain a student referral system at school sites and will communicate with site staff regarding referred students.
8. The counselor will maintain a professional attitude in working with students, staff and parents.
9. Follow written and oral directions of the site and County Office administrators.
10. Report issues that may endanger a student's well-being directly to the site administrator.
11. Attend site and/or County Office teacher's meetings.
12. Participate in in-service programs.

13. Comply with all requirements of the Kern County Superintendent of Schools Office as specified in policies, regulations and memoranda.
14. Maintain accurate and complete records that are required by law, County Office policy, and procedures.
15. Maintain a safe and secure campus environment.
16. Use techniques of positive behavior modification, when possible.
17. Follow institutional policy in handling student referrals and custody.
18. Maintain standards of appropriate dress for himself or herself and for the students.
19. Other duties may be assigned by the Coordinator, Principal, Director and/or Division Administrator as needs arise.

**MINIMUM QUALIFICATIONS:**

A. Personal Qualifications:

1. Willingness to abide by the rules and regulations of the Kern County Superintendent of Schools in a professional, efficient manner.
2. Possession of a broad repertoire of counseling skills and a knowledge base of community resources.
3. A command of knowledge in his or her field of responsibility.
4. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
5. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Command of information about how students develop, act, think, learn and feel.
2. Ability to be creative and to make decisions based on sound educational philosophy, institutional requirements, and the best interest of each individual student.
3. Ability to work with and communicate with people effectively.
4. Ability to advocate for alternative education students.
5. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

## **TRAINING AND/OR CREDENTIALS**

### A. Education:

1. Bachelor's degree in psychology or related field; Master's degree in counseling, preferred.
2. Must possess a Pupil Personnel Services Credential.

### B. Experience:

1. One year of related counseling experience.
2. Successful experience working with at-risk or delinquent youth, preferred.

TS: gs

9/4/15

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