



SCHOOL COUNSELOR – VALLEY OAKS CHARTER SCHOOL (VOCS)

Certificated Job Description

RANGE:

Salary Schedule #73, 205 days

IMMEDIATE SUPERVISOR:

Principal/Site Administrator

ESSENTIAL FUNCTIONS:

1. Help develop and maintain a student referral and case management system and communicate with site staff on how best to serve referred students.
2. Create student schedules.
3. Serve 7th – 12th grade students at various VOCS school sites.
4. Work with students at-risk of school failure.
5. Advise students, in small and large groups and individually, in self-development opportunities and responsible decision-making, anger-management, and conflict resolution.
6. Create staff development opportunities on prevention and early intervention programs to support VOCS staff and students with areas of need to address trauma exposure, and social-emotional barriers that negatively impact learning.
7. Attend professional conferences and workshops, as assigned to keep abreast of the latest trends in instructional practices, counseling, and student support services.
8. Support the maintenance of a safe and secure campus environment.
9. Use techniques of positive behavior modification, when possible.
10. Report issues that may endanger a student's well-being directly to the site administrator.
11. Maintain a professional attitude in working with students, staff, and parents.
12. Follow written and oral directions of the site administrator(s).
13. Attend site and/or County Office staff meetings, as needed.
14. Comply with all requirements of the Kern County Superintendent of Schools Office as specified in policies, regulations, and memoranda.

15. Maintain accurate and complete records that are required by law, County Office policy, and procedures.
16. Other duties may be assigned by the site administrator as needs arise.

MINIMUM QUALIFICATIONS:

A. Professional Qualifications:

1. Possession of a broad repertoire of training skills along with interest in expanding their own knowledge-base and sharing effective prevention and early intervention strategies with others.
2. Command of information about how students develop, act, think, learn and feel.
3. Ability to be creative and to make decisions based on sound educational philosophy, institutional requirements, and the best interest of each individual student.
4. Ability to work with and communicate with people effectively.
5. Ability to advocate for students at-risk of school failure.

B. Personal Qualifications:

1. Knowledge of and willingness to stay abreast of current trends, innovations and practices of counseling support services and career development.
2. Willingness to abide by the rules and regulations of the Office of the Kern County Superintendent of Schools in a professional, efficient manner.
3. Possession of a broad repertoire of counseling skills and a knowledge base of community resources.
4. Maintain standards of appropriate dress.
5. 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.
6. 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.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Must hold a Bachelor of Arts or Bachelor of Science degree from an accredited school.
2. Must hold a valid Pupil Personnel Services Credential in School Counseling.
3. Bachelor's degree in psychology or related field; a master's degree in counseling, preferred.
4. Valid California teaching credential, preferred.

B. Experience:

1. At least one year of related counseling experience.
2. Successful experience in education.
3. Experience in small group counseling activities.
4. Vocational counseling experience, preferred.

TS:nl

3/20/23

G:\HUMAN RESOURCES\HR Docs\School Counselor-VOCS