



## **SCHOOL COUNSELOR – PREVENTION SERVICES**

### **Certificated Job Description**

#### **IMMEDIATE SUPERVISOR:**

As assigned

#### **ESSENTIAL FUNCTIONS:**

1. The School Counselor – Prevention Services will serve as an advocate for Kern County school students referred for support services in their school of residence, and a liaison between school district and site staff.
2. The counselor will create a staff development plan on prevention and early intervention programs to support local school staff and students with areas of need to address trauma exposure, and social-emotional barriers that negatively impact learning around the area of human trafficking and other related areas.
3. The counselor will serve as a direct support for students in the KCSOS Alternative Education program and local school districts.
4. The counselor will be available to work with students who are victims of human trafficking and/or similar.
5. The counselor will help develop and maintain a student referral and case management system at the Alternative Education program and targeted school sites and will communicate with site staff on how best to serve referred students.
6. The counselor will maintain a professional attitude in working with students, staff and parents.
7. Follow written and oral directions of the site and County Office administrators.
8. Report issues that may endanger a student's well-being directly to the site administrator.
9. Attend site and/or County Office staff meetings.
10. Participate in and provide staff development and community in-service programs and trainings.
11. Comply with all requirements of the Kern County Superintendent of Schools Office as specified in policies, regulations and memoranda.
12. Maintain accurate and complete records that are required by law, County Office policy, and procedures.
13. Maintain standards of appropriate dress for himself or herself.

14. Works with professional and community committees, organizations, institutions and other agencies at the local, state and national level, to promote improved practices in education and counseling services to support at-risk youth.
15. Other duties may be assigned.

**MINIMUM QUALIFICATIONS:**

A. Personal Qualifications:

1. Willingness to abide by the rules and regulations of the Office 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.
6. Knowledge of and willingness to stay abreast of current trends, innovations and practices of counseling support services and career development.

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 students at-risk.
5. Knowledge of educational philosophies, methods and techniques of instruction.
6. Possession of a broad repertoire of training skills along with interest in expanding their own knowledgebase and sharing effective prevention and early intervention strategies with others.
7. Enthusiasm for, and commitment to, assigned tasks.
8. Ability to establish an appropriate working relationship and rapport with at-risk individuals or groups.

## **TRAINING AND/OR CREDENTIALS**

### **A. Education:**

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

### **B. Experience:**

1. One year of related counseling experience.
2. Successful experience working with at-risk students.
3. Successful experience working with interagency collaboratives preferred.
4. Successful understanding of human trafficking.
5. Experience in small group counseling activities.
6. Experience developing and conducting school site and community-based trainings.
7. Vocational counseling experience preferred.

CP:rn

5/12/2025

G:\School Counselor – Prevention Services.doc