

GRIZZLY CHALLENGE CHARTER SCHOOL

CLASSIFIED JOB DESCRIPTION

COUNSELING SUPPORT SPECIALIST

BASIC FUNCTION:

Under the direction of the Principal, this position plans and assists with educational and/or employment placement for at-risk students through the Grizzly Challenge Charter School. Assists school counselors with credit assessment and course placement. Performs other related duties as assigned.

ESSENTIAL DUTIES:

Assist School Counselor with credit assessments, tracking analysis.

Assist Counselor in providing information to students supporting progress toward achievement of goals.

Work in collaboration with our partnering agency supporting students in their Post Residential placement.

Collect and enter student credit information in assigned database.

Under supervision of credentialed teacher, assist in providing instructional support to the educational program

In conjunction with the Principal, assist in planning, developing and implementing vocational/job training programs.

Under the direction of counseling and administrative staff, assign appropriate exams (e.g. CAHSEE, GED, etc) to students based on their academic requirements and career goals. Administer and proctor exams.

Prior to Residential Phase graduation, meet with students to determine interests, employability and prior work experience; use this data to assist School Counselor with helping students determine placements and suggest options to meet student goals.

Establish, maintain and update student records and files to include information regarding grades, courses, transcripts , and class schedules.

Assist in expulsion clearing process through gathering records, monitoring progress of student records and communicating with parents and schools.

Meet regularly with Principal and School Counselor to review student referrals submitted by staff.

Collaborate with teaching/support staff regularly to discuss and problem solve individual student needs.

Compile information and prepare and maintain records, logs and reports related to programs, students, projects.

Perform special projects, collect data, and prepare forms and reports on behalf of the assigned administrator.

Coordinate, schedule and attend meetings, workshops, and other events.

Compile, prepare, and distribute agenda items and other required information for meetings, workshops and other events.

Serve as liaison between students, parents, and schools facilitating communication and understanding of student plans.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

High school graduation requirements, credits and assessments.

Applicable laws, codes, and legal resources.

Vocational/job training programs.

Principles, practices and procedures of vocational education and placement programs.

Training and employment opportunities in the community/state.

Interviewing and advisement techniques.

Policies and objectives of assigned programs and activities.

Basic instructional methods and techniques.

Problems and concerns of students with special needs.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Operation of a computer and software.Modern office practices, procedures and equipment.

Record-keeping and report preparation techniques.

Basic public relations techniques.

ABILITY TO:

Manage and prioritize multiple tasks.

Find and utilize codes and legal resources effectively.

Apply time management, conflict resolution and team building skills.

Work independently at complex tasks.

Establish and maintain effective working relationships with peers, supervisors, private industry, students, and the public.

Work effectively and professionally with staff, students/clients, and employers.

Communicate effectively both verbally and in writing.

Prepare and maintain accurate and complete records and reports.

EDUCATION AND EXPERIENCE:

Required:

One year experience in a public school system or institute of higher education providing direct support to students or one year experience with at-risk youth.

AA degree (or equivalent) or passage of proficiency examination in compliance with Education Code and No Child Left Behind Act.

Desired:

B.S. or B.A. degree in a related field.

LICENSES AND OTHER REQUIREMENTS:

Valid Standard first aid card and a cardiopulmonary resuscitation certificate to be obtained within first 6 months of employment. Maintenance of these certificates is a condition of continued employment.

A valid California Driver's License.

WORKING CONDITIONS:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

Close collaboration with partnering agency (National Guard)

Contact with at risk students.

PHYSICAL DEMANDS:

Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time.

Facility to see and read and distinguish colors, with or without vision aids, a computer screen, laws and codes, and other printed materials.

Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.

Manual dexterity to operate a telephone, to enter data on a computer, and to meet the needs of students in a variety of activities.

Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, presentations, other meetings and on the telephone.

Mental acuity to perform the essential functions of this position in an accurate, neat, and timely fashion; to make good judgments and decisions; and to evaluate the results of decisions and judgments.

Physical ability to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to walk and to reach overhead.

Facility to drive a car.

Ability to sit, stand, and walk on uneven terrain.

Approved by Dr. Crocker: 11/17/09
Revised: 10/1/13