

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION  
HUMAN RESOURCES DEPARTMENT

**SCHOOL COUNSELOR**

**JOB SUMMARY**

Under the general supervision of an assigned Student Programs and Services Administrator, provide individual and group counseling for students; enroll students in appropriate educational programs; participate in the Individualized Education Plan (IEP) process, and School Attendance and Review Board (SARB) meetings, and develop Individual Learning and Transition Plans.

**QUALIFICATIONS**

Required:

1. A valid California credential authoring services as a school counselor.
2. Experience and/or training in the counseling and guidance of at-risk and special education youth.
3. Knowledge and experience in design and implementation of behavior modification techniques.
4. A demonstrated ability to communicate effectively orally and in writing.
5. A valid California driver's license.

Desirable:

1. Experience counseling in intermediate and/or high school.
2. Knowledge of career and vocational skills.
3. Knowledge of basic academic development.
4. Established pattern of professional growth.

**KNOWLEDGE AND ABILITY**

1. Knowledge of modern counseling methods and techniques.
2. Knowledge of counseling theory, ethics, and associated legal confidential requirements.
3. Knowledge of human development and learning theories.
4. Knowledge of behavior modification techniques and strategies.
5. Ability to manage and prioritize multiple activities.
6. Ability to communicate effectively verbally and in writing sufficient to express ideas, thoughts, lesson material and instructions clearly to students, community and staff.
7. Ability to collaborate effectively on inter- and intra-agency levels.
8. Ability to plan and conduct a system of continuous evaluation of each student's progress.
9. Ability to establish and maintain communication between Community School, Juvenile Court School, Special Education school, and home school.
10. Ability to maintain suitable environment appropriate to counseling.
11. Ability to keep accurate records and submit reports in a timely manner.
12. Ability to direct and evaluate aides and volunteers.
13. Ability to maintain regular and reliable attendance.
14. Ability to drive a car.

**ESSENTIAL FUNCTIONS** of this position are, but not limited to, the following:

1. Provide individual academic counseling in which pupils receive counseling in the establishment and implementation with parental involvement of the pupil's immediate and long-range educational plans.
2. Provide personal and social counseling, in individual or group settings, in which pupils receive counseling pertaining to interpersonal relationships for the purpose of promoting

the development of their academic abilities, careers and vocations, personalities and social skills.

3. Provide crisis intervention, designated instructional services (DIS) counseling, guidance counseling and family consultation services.
4. Monitor student credits, progress and records. Prepare and maintain accurate records and reports related to students, IEPs, intake, attendance and other records.
5. Determine eligibility and enroll students in appropriate county educational programs. Review and process referrals and placements.
6. Communicate with parents regarding goals, objectives and strategies for success.
7. Facilitate, attend and participate in IEP, interagency, staff meetings, trainings and other meetings. Participate and serve as administrative designee for the IEP team.
8. Meet with administration to plan and address daily program management issues.
9. Serve as County Office representative at local district and countywide School Attendance Review Board (SARB) meetings.
10. Determine need to refer students to SARB.
11. Coordinate student services with agencies such as probation, law enforcement, social services, districts and other organizations.
12. Provide support, within the authorization of the school counseling credential held, for teaching and other staff. Assist with problem solving and consultation regarding student behavioral and program issues.
13. Participate in student/teacher or parent/teacher conferences.
14. Plan and develop Individual Learning Plans (ILPs).
15. Determine appropriate discipline for students according to established procedures and guidelines.
16. Analyze situations accurately and adopt an effective course of action.
17. Maintain confidentiality as required by Education Code Section 49600.
18. Operate a computer and other office equipment.
19. Drive a vehicle to sites to conduct work.
20. Participate in staff development programs.
21. Perform related duties as assigned.

PHYSICAL REQUIREMENTS for this position are, but not limited to, the following:

1. Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time.
2. Facility and stamina to sit and stand alternately for up to 7 1/2 hours.
3. Physical strength and emotional stamina sufficient to maintain control of behaviorally disordered students.
4. Facility to see and read lessons, books, rules, policies and other printed matter, with or without vision aids.
5. Facility to hear and understand speech at normal room levels, on the playground, and to hear and understand speech on the telephone.
6. Manual dexterity to operate a telephone, and operate audio-visual and other classroom equipment and teaching aids using both hands.
7. Facility to speak in audible tones so that others may understand clearly in normal conversations, on the playground, in training sessions and other meetings.
8. Physical agility to lift 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to walk on uneven terrain, to climb stairs, and to reach overhead.
9. Facility to drive a car.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Teacher Salary Schedule

Adopted: 7/16/14

Revised: 1/28/2020, 10/28/2021

Accountability for time: Assigned Alternative Education Administrator

Tasks assigned by: Assigned Alternative Education Administrator

Evaluated by: Assigned Alternative Education Administrator

Hiring Authority: Assigned Alternative Education Administrator