

SAN MATEO COUNTY OFFICE OF EDUCATION ACADEMIC COUNSELOR

JOB SUMMARY

Under the direction of the assigned Administrator, provide a comprehensive counseling and guidance program for at-risk students enrolled in the San Mateo County Office of Education Court Schools that address academic, career, social/emotional and/or behavioral needs, as assigned. Administer and support student service programs and student referral services. Consult and collaborate with administrators, teachers, parents, outside agencies and support staff to enhance the effectiveness of students and their ability to meet academic and behavioral standards to successfully transition to a comprehensive school setting.

ESSENTIAL DUTIES

- Perform individual and group counseling and guidance functions including social and emotional adjustment counseling in order to support academic and career/college success;
- Collect, organize, and analyze student information through the use of education historical data, test results, interview techniques, and data collection;
- Appraise student interests, aptitudes, and attitudes utilizing a variety of assessment strategies and techniques;
- Serve as a resource to site personnel in developing alternative solutions to students' social and emotional concerns;
- Work closely with Transition Support Teacher to ensure effective student transition into and out of the court schools program;
- Serve as a crisis intervention counselor to students who experience escalated behaviors on campus;
- Meet regularly with students at each court school site to review transcripts, credit recovery, graduation requirements, etc.;
- Advise foster youth concerning AB 167 and other applicable laws when appropriate;
- Meet, confer, and counsel with parents, and school personnel, in developing alternative solutions to student academic, social, and emotional needs and concerns;
- Assist in identifying school program needs, and participate in developing school academic and behavioral management programs geared to meet individual pupil needs;
- Serve on the court schools' Positive Behavior Interventions and Supports (PBIS) team to help plan, develop, train and implement the PBIS model program wide;
- Assist in the planning, development, and implementation of programs that enhance student educational opportunities, including work with the Directed Studies, HiSET and Bridge to College initiatives;
- Establish, maintain, and monitor the maintenance of a variety of files and records pertaining to student counseling, guidance, and related matters;
- Work collaboratively and maintain a positive rapport with program partners including probation department, BHRS, StarVista, HiSET test proctors, etc.;
- Participate in meetings and in-service programs as directed;
- Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, methods, techniques, strategies, and trends in educational, social, and emotional adjustment counseling;
- Applicable laws pertaining to foster youth;

- Applicable and appropriate interest and achievement appraisal instruments techniques, and procedures;
- Social emotional, and behavioral characteristics of adolescent students;
- Program evaluation and research techniques, strategies, and procedures
- Appropriate curriculum and instructional programs pertaining to students with a variety of aptitudes and varying interests;
- Section 504 Plan and individual education plans;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Technical aspects of field of specialty;
- District organizational operations, policies, and objectives;
- Diverse academic, socio-economic, cultural, disability, ethnic backgrounds of students.

Skill and Ability to:

- Assist students in effectively analyzing and developing alternative solutions to behavioral, education, social, and emotional problems and concerns;
- Conduct, analyze, and effectively utilize a variety of individual and group testing procedures and instruments applicable to student clients;
- Collaborate with site and program personnel, parents, community partners, and youth service agencies to resolve problems and concerns in a timely manner with positive outcomes;
- Plan and implement school guidance and curricular programs;
- Ability to define problems, collect data, establish facts, and draw valid conclusions;
- Communicate effectively both orally and in writing;
- Prepare and deliver oral presentations;
- Establish and maintain cooperative and effective working relationships with others;
- Maintain records and prepare reports;
- Multi-task, prioritize and complete work in a fast paced work environment;
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- Analyze situations accurately and adopt an effective course of action;
- Operate standard office equipment including a computer and assigned software.

WORKING CONDITIONS

Environment:

- Indoor working environment
- Driving a vehicle to conduct work

PHYSICAL DEMANDS OF THE JOB

- Use and manipulate a computer keyboard and other office equipment;
- Read a variety of materials;
- Sit and stand for extended periods of time.