



Job Description

POSITION TITLE:	Counselor Technician County Operated Schools and Programs	#2476
SALARY PLACEMENT:	Classified Salary Schedule Range 31	

SUMMARY OF POSITION:

Under the direction of department administration, work with the counseling team to support students. Assist in all aspects of student activities, additional services needed, and student interventions. Utilize independent judgment and problem-solving skills in relation to assigned areas of responsibility.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND EXPERIENCE:

Possess a high school diploma or equivalent. Two years of experience working with students in an educational setting.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND EXPERIENCE:

Pursuing an advanced degree in the educational or social services field. Experience working in student services for a school district or county office of education. Ability to read, write and speak Spanish fluently.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of:

- Federal and State laws involving education, California Education Code, and department policies and procedures relative to student services
- assigned software

Ability to:

- analyze student data and prepare accurate records and reports
- build productive relationships with students, staff, community members and agencies
- assist the counseling staff with students and coordinate events and extra-curricular activities
- operate a computer
- carry out oral and written directions
- write correspondence independently
- make routine decisions
- communicate effectively
- establish and maintain cooperative working relationships
- be flexible and receptive to change

Possess:

- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Accept assignments throughout SJCOE as requested.
2. Complete tasks within established timelines and reporting periods.
3. Prepare materials.
4. Communicate, collaborate, and work closely with administrators, counselors, and other student support staff.
5. Actively participate in and attend regularly scheduled intervention meetings.
6. Assist in monitoring, identifying, planning, implementing, and organizing student events, workshops, mental health supports, wellness supports, and intervention plans.
7. Monitor and supervise students in a variety of settings, including but not limited to, the counseling center, wellness center, and restorative center.
8. Work directly with student leaders to plan, create, and implement activities and outreach for campus-wide student wellness and well-being.
9. Provide direct support and intervention for students who are struggling academically, emotionally, and behaviorally.
10. Assist in referring students and/or parents to various social service/community agencies.
11. Maintain strict confidentiality on all job-related matters.
12. Prioritize and schedule work.
13. Prepare correspondence independently using proper English usage, spelling, grammar, and punctuation.
14. Ability to be flexible and receptive to change.
15. Perform other related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in a standard office environment, classroom environment, or other environment where groups of students are gathered both indoors and outdoors, and come in direct contact with staff, students, parents, and the public.

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