

SEQUOIA UNION HIGH SCHOOL DISTRICT
Job Description

JOB TITLE	Counselor on Special Assignment
ADMINISTRATIVE RELATIONSHIP	Under the general direction of the Assistant Superintendent of Student Services
CLASSIFICATION	Certificated
REQUIREMENTS	<p>Experience: Five years prior public school counseling experience in a secondary setting.</p> <p>Education: Completion of an earned Master of Arts or higher degree in psychology, counseling, and guidance, or a closely related field.</p> <p>Certification: Possession of a valid California Pupil Personnel Services Credential authorizing service as a counselor; possession of a valid California teaching credential desired.</p> <p>License: Possession of a valid California driver's license.</p>
SALARY SCHEDULE	Certificated Salary Schedule
WORK YEAR/HOURS	195 Days
LOCATION	Various
BOARD APPROVAL	May 11, 2022

BASIC FUNCTION
<p>Under the general direction of the Assistant Superintendent of Student Services, the Counselor on Special Assignment (COSA) will be a full-time release position responsible for assisting counselors and mental health specialists to evaluate current counseling programs and focusing efforts on student outcomes, closing the student achievement gap, and emphasizing the needs of English Language Learners, Foster Youth, and low socio-economic students. They will be responsible for and promote systemic change so every student graduates college and career ready.</p>

DISTINGUISHING CHARACTERISTICS

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

ESSENTIAL FUNCTIONS

- Provide technical support and training to counselors, teachers, and district staff
- Identify opportunities to enhance college and career preparedness.
- Oversee the creation and implementation of staff development for counselors.
- Participate in planning committee and task force work that allows for feedback into and development of a district-wide MTSS plan, especially as it relates to mental health and SEL supports for staff and students
- Lead ongoing implementation, support, and curricular planning and enhancements for the college and career platform; Monitor college and career platforms and their corresponding modules.
- Identify barriers and supports to counselor success and assist in improving counselor outcomes.
- Identify opportunities for counselors to evaluate data to reflect on the current counseling programs
- Refine, strengthen, and monitor effective curriculum development aligned with best practices.
- Collaborate and maintains positive relationships with internal partners such as Informational Technology, Research, and Evaluation, Curriculum, and Instruction
- Establish and maintain the district counseling communication
- Coordinate with other departments to address ways to improve student achievement and increase graduation rates
- Responsible for developing, implementing, and expanding the school site intervention programs.
- Collaborate with school site counselors to identify solutions for at-risk students and issues surrounding student behavior
- Meet frequently with school administrators, counselors, teachers, other staff, and parents to communicate information
- Collaborate with various stakeholders to develop the mental health and social-emotional learning (SEL) aspects of the district-wide SEL and mental health systems of support in our MTSS plan.
- Promote emotional, social, and physical health of students

KNOWLEDGE OF:

- NAVIANCE
- Multi-Tiered Systems of Support
- Subject matter expertise commonly taught in public schools, and counseling and guidance knowledge and skills.
- Social-Emotional Learning
- UC/CSU A-G, private and out of state university admission requirements
- SUHSD graduation requirements and options for college and career readiness

- CANVAS
- Infinite Campus (IC)
- The role of technology in school counseling
- The role of counselors and ASCA standards
- Techniques and practices that will facilitate collaboration with site counselors and tiered systems of interventions and restorative justice practices
- Academic, social, and behavioral characteristics of secondary level students
- Socio-economic and cultural backgrounds of SUHSD students

ABILITY TO:

- Plan, organize, and develop programs that prepare students for college and career
- Perform decision analysis that requires the application and interpretation of data, facts, procedures, and policies
- Work with online systems and technology to enhance student learning
- Provide appropriate and effective interventions for students
- Implement research, collect and analyze data, and report preparation
- Suggest appropriate and effective interventions for pupils from a diverse population · Identify and connect schools with innovative and creative opportunities to prepare students for college and career readiness
- Work independently
- Make decisions in the best interest of students
- Organize tasks, set priorities and meet deadlines, manage multiple tasks
- Communicate effectively in writing and verbally
- Facilitate conversations about work as it relates to district goals

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk and in meetings of various configurations.
- Ability to read a variety of materials and computer screens, and prepare/process documents
- Ability to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop, and reach.
- Ability to push, pull, and transport instructional and presentation materials.
- Ability to drive a personal vehicle to conduct business.
- Hearing and speaking to exchange information and make presentations. Sitting or standing for extended periods of time.