



Irvine Unified School District

COUNSELOR – EDUCATION AND GUIDANCE SERVICES

DEFINITION

Under general supervision of the department director, facilitates and coordinates counseling programs that support students, coordinates professional learning for counseling staff, and supports the implementation of special projects and programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide professional learning and consultation to guidance and counseling staff.
- Liaise with school site counselors to support site based guidance programs covering academic, college and career, and social/emotional domains.
- Liaise with district committees, the County Office of Education, the City, and other organizations to support site guidance programs and students.
- Select and monitor appropriate community resources to supplement district and school programs.
- Responsible for group and individual guidance procedures associated with proper student placement with regard to graduation and beyond.
- Support and assist in the development of alternative to suspension programs and activities.
- Collect and disseminate to sites, students and parents, resources for academics, social/emotional health, and college/career opportunities.
- Assist in the development and implementation of curriculum to meet the needs of the students.
- Support efforts to implement programs and initiatives that promote student attendance
- Collaborate with district staff, such as the Irvine Family Resource Center, Education Services, Guidance Resources, and Mental Health/Wellness departments in order to help build a continuum of social, emotional and mental health supports across the district.
- Identify school program needs and assist in developing school strategies to meet student needs.
- Coordinate, assist with, and participate in data collection, program evaluation processes and action plan development, including the California Healthy Kids Survey.
- Participate in the districtwide counselor PLC/community of practice.
- Participate in professional activities, conferences, and research to keep abreast of trends, practices and continued growth and development in services for students, including high risk youth and families.
- Work collaboratively with site administrators, school counselors, and other school staff to meet student needs.
- Development and sharing of resources with counselors, guidance assistants and project success staff.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

KNOWLEDGE AND ABILITIES

- Demonstrate specialized knowledge of best practices in school counseling and guidance, including the needs of high risk youth and families.
- Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing educational programs in California.
- Ability to communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to clients, community, and staff.

- Ability to collaborate with other agencies in planning and implementing effective programs, including staff and parent training, within established budget constraints.
- Ability to analyze complex situations and prepare response alternatives for consideration by decision-making groups.

EDUCATION and/or EXPERIENCE

- Three years of successful, relevant education related work experience
- Valid California Credential authorizing Pupil Personnel Services (PPS) in Counseling
- Possession of a valid California driver's license
- A Master's degree from an accredited college or university is preferred

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

Rev. 05/26/2016

[Return to top](#)