



Job Description

POSITION TITLE: Counselor #1026
Venture Academy

SALARY PLACEMENT: Teacher Salary Schedule

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Possess a valid California Pupil Personnel Services Credential in school counseling.

DESIRABLE QUALIFICATIONS:

Experience and/or training in working with students from diverse backgrounds. A respect for and understanding of the home school environment.

SUMMARY OF POSITION:

Under the immediate direction of the Venture Academy Director, provides informational services to students and parents which will assist them in making appropriate decisions relative to their social, emotional and academic progress. Work collaboratively with administrative, teaching, and counseling staffs in administering and interpreting state mandated tests and program assessments.

ESSENTIAL FUNCTIONS

Essential functions may include, but are not limited to:

1. Help students define short and long-range educational goals and assists in making appropriate decisions regarding their school program and personal performance standards.
2. Interpret requirements relating to successful performance in various courses of study for graduation, job-entry vocational skills, or college entrance requirement.
3. Confer with students, parents, teachers, Probation Department personnel, and administrators in regard to individual pupil progress, and arranges conferences when necessary.
4. Assist students in evaluating their relationships with other pupils, teachers and/or administrators; help pupils in predicting the consequences of various courses of action open to them; reinforce behavior appropriate to the school environment by utilizing guidance techniques; and refer serious behavioral problems to the administrator of the program.
5. Interpret individual and group testing to pupils, parents, and teachers; administers group aptitude and achievement tests; implements and interprets screening programs as it relates to students.
6. Maintain records necessary for the accomplishment of his/her duties including a file on each student with a record of conferences with pupils and parents, and a current course of study.
7. Participate in the evaluation and assessment activities required by SJCOE, including periodic self-evaluation.
8. Cooperate with the evaluator in developing and implementing suitable activities to improve job effectiveness.
9. Establish, with teachers and school administration, standards of pupil behavior through participation at in-service education activities provided by the County and/or self-selected professional growth activities.
10. Establish, with the teacher, standards of expected student progress of approval by the evaluator based on assessment of the pupil's need.
11. Establish, with teachers and school administration, standards of pupil behavior through proper control and supervision and the provision of learning activities, which stimulate the interest and motivation of pupils.
12. Provide suggestions for a suitable learning environment conducive to the development of the pupil's concept of self and self-improvement.
13. Attend meetings and conferences, which are job-related and approved by the Superintendent.
14. Other duties as assigned by the Superintendent, or his/her designee.

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/typewriter, 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 in a standard office environment; and come into direct contact with SJCOE staff, district office staff, parents, students and the public.