



## Job Description

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**POSITION TITLE:** Counselor Technician #2432  
Venture Academy  
County Operated Schools and Programs

**SALARY PLACEMENT:** Classified Salary Schedule  
Range 31

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**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. Ability to analyze student data and prepare accurate records and reports. Ability to build productive relationships with students, staff, community members and agencies. Display the ability to assist the counseling staff with students and coordinate events and extra-curricular activities. Ability to operate a computer and knowledge of assigned software. Ability to 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.

**SUMMARY OF POSITION:**

Under the direction of the Division Director of Venture Academy, work with the VAFS 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.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Accept assignments throughout Venture Academy Family of Schools as requested.
2. Complete tasks within established timelines and reporting periods.
3. Assist counselors in day-to-day site duties.
4. Prepare materials.
5. Communicate and work closely with the leadership team.
6. Actively participate in and attend regularly scheduled intervention meetings.

7. With the counseling team, assist in monitoring, identifying, planning and organizing student activities and intervention plans.
8. Assist in referring students and/or parents to various social service/community agencies.
9. Maintain strict confidentiality on all job-related matters.
10. Prioritize and schedule work.
11. Prepare correspondence independently using proper English usage, spelling, grammar, and punctuation.
12. Ability to be flexible and receptive to change.
13. 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/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 in direct contact with Venture Academy staff, students, parents, and the public.