

DESERT SANDS UNIFIED SCHOOL DISTRICT

Job Description

Title:	Counselor on Special Assignment (COSA)	Reports To:	Assistant Superintendent, Educational Services
Department:	Educational Services	Classification:	Certificated
Work Year:	10 Months	Salary:	Certificated Salary Schedule

Basic Functions:

The Counselor on Special Assignment (COSA), under the direction of the Assistant Superintendent of Educational Services, will be responsible for assisting counselors to evaluate current counseling programs and focus efforts on student outcomes and closing the student achievement gap, emphasizing the needs of English Language Learners, Foster Youth, and students in a low socio-economic demographic. They will be responsible for identifying opportunities for counselors to evaluate data to reflect on existing practices and promote systemic change to ensure that every student who graduates is college and/or career ready. The COSA will identify barriers and supports to counselor success and assist in improving counselor outcomes that transfer to a well-rounded education for all students.

Representative Duties:

1. Assist the Senior Director of Secondary Curriculum, Instruction, and Assessment and the Director of College and Career Readiness in providing quality professional development for counselors and other support staff that promotes professional growth and expertise.
2. Participate, provide and coordinate technical support and training on counseling-related programs to counselors, teachers, and other support staff.
3. Identify opportunities to enhance college and/or career preparedness, including coordinating and executing a district College Kickoff Day.
4. Increase and improve outreach to students and families through targeted trainings and workshops, in areas such as the college application and admission process, FAFSA, and financial aid literacy.
5. Assist counselors in building post-secondary academic plans with high school students.
6. Participate in monitoring, analyzing, and disaggregating student data, such as Free Application for Federal Student Aid (FAFSA) application completion, AP/IB course enrollment, A-G completion rates, NCAA Clearinghouse, National Student Clearinghouse, University of California at Riverside (UCR) AP Readiness Program, PSAT/SAT, and other post-secondary outcomes.
7. Assist in analyzing, monitoring, and supporting the CALPADS reporting process.
8. Lead the ongoing implementation, support, and curricular enhancements for the college and or career-planning program. (currently CCGI)
9. Assist in maintaining the district course catalog and secondary curriculum council.
10. Assist with the support and mentoring of new counselors.
11. Collaborate with community colleges to build and maintain dual enrollment, concurrent, and articulation programs.
12. Creates college and career partnerships with local universities and colleges.
13. Establish and maintain the district counseling webpage, newsletter and social media.
14. Team with other departments to address ways to improve student achievement and increase graduation rates.

15. Adhere to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes and other applicable laws and regulations.
16. Inform the Assistant Superintendent of any condition, situation, and/or event that has significant positive or negative impact on the school district.
17. Perform additional duties and obligations as mandated by law, Board Policy, or administrative directive and duties as assigned by the Assistant Superintendent of Educational Services.

Knowledge and Skills Required:

- The role of secondary school counseling.
- Organizational and problem solving skills.
- Proficient oral and written communication skills.
- Experience in presenting, facilitating, and collaborating is preferred.

This description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

Education and Experience:

Successful and extensive teaching/counseling experience preferred.

Licenses, Certifications and Testing Required:

- Valid School Counseling Credential required.
- Fingerprint/criminal justice clearance.
- Valid California Teaching Credential preferred.
- Tuberculosis clearance.
- Must possess or have ability to obtain a valid California Driver's License.

Physical Requirements and Working Conditions:

The Office of Certificated Personnel Services embraces the American with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Department; and, the individual shall be able to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. Specific vision abilities required by the job include close vision and distant vision. Frequent driving is essential in meeting the demands of the job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, while interacting with the public and other workers. Occasionally, the position requires the employee to work irregular and extended hours. The employee is directly responsible for the safety, well-being or work output of other people. The employee must have the ability to meet multiple demands from several people.

Regular Work Year: 184 Days