

	<p><b>POSITION DESCRIPTION</b></p>
<p><b>Title: Counselor on Special Assignment</b></p>	<p><b>DRAFT</b></p>
<p><b>Department: Student and Family Engagement Services</b></p>	<p><b>FLSA Classification: Exempt</b></p>
<p><b>Bargaining Unit: SRTA Certificated Contract</b></p>	<p><b>Work Year: Counselor’s Calendar</b></p>
<p><b>Reports to: Assistant Superintendent of Student and Family Engagement Services</b></p>	<p><b>Board Approval Date: Pending 6/28/17</b></p>

**Salary Grade: SRTA Certificated Contract Salary Schedule**

**Primary Function**

The position shares responsibility for improved student outcomes in college and career guidance and counseling programs. The Counselor on Special Assignment (COSA) will be responsible for assisting with 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 low socio-economic students. The position will support in a coordinating function various District initiatives including but not limited to College and Career guidance, BEST Plus and the Multi-Tiered System of Support. The position shares responsibility for improved student outcomes in college and career guidance and counseling programs

**Essential Job Functions include, but are not limited to the following:**

- Collaborating with staff to develop and implement additional supports to increase the number of students who enroll in institutions of higher education and complete an undergraduate degree within four years
- Increasing and improving outreach to students and families through targeted trainings and workshops, in areas such as college application and admission process
- Supporting students and families with accessing financial aid that can be used to support advanced education
- Planning and preparation for college entrance exams, SAT and ACT
- Planning, organizing and conducting ongoing staff development for counselors, teachers, support staff, and administrators, in areas such as academic plan development/implementation, increasing a-g rates, college/career readiness, and crisis intervention
- Supporting and/or managing the implementation of technology tools that support the counseling program, including graduation, college, and career readiness software
- Monitoring, analyzing, and disaggregating student data, such as FAFSA/CA Dream Act application completion, AP/IB course enrollment, a-g completion rates, and post-secondary outcomes

- Supporting the organization and implementation of orientation, pre-registration, registration and program change policies and procedures
- Sustaining existing and implementing new post-secondary and community partnerships
- Adhering to and enforcing all policies and regulations of the SRCS Board of Trustees and the State of California
- Provide ongoing modeling, coaching and demonstrate effective counseling techniques as identified by student and staff need
- Performing other duties as assigned appropriate to the classification
- Oversee and facilitate the placement of PPS student interns at specific sites
- Support ASCA standards and district selected curriculum for consistent developmentally appropriate school settings.

### **Minimum Qualifications**

#### **Education and Experience**

The successful candidate must demonstrate the following

- Possession of a Master's Degree in Counseling
- Valid California Pupil Personnel Services Credential
- Bilingual (English/Spanish) preferred but not required

#### **Knowledge of:**

- Knowledge of counseling objectives, principles and procedures
- Knowledge of application for post-secondary opportunities for higher education and financial aid opportunities
- Knowledge of high school curriculum and graduation policies and various university entrance requirements
- Knowledge of Multi-Tiered Systems of Support in Santa Rosa City Schools
- Knowledge of the ASCA standards

#### **Ability to:**

- Identify and determine the nature of student problems and needs and to provide assistance
- Establish and maintain effective relationships with staff, students, parents, the public and community agencies contacted in the performance of duties
- Establish and maintain effective relationships with staff, students, parents and central office
- Communicate effectively and appropriately in a variety of mediums to a variety of audiences

#### **Physical Characteristics:**

With or without the use of aids: sufficient vision to read and interpret printed materials; sufficient hearing to hear a student's voice; sufficient capacity to speak in an understandable voice with sufficient volume to be heard in normal conversations; sufficient manual dexterity to write, use telephone and operate office equipment, and sufficient strength to lift twenty-five pounds.