

# STOCKTON UNIFIED SCHOOL DISTRICT

## Adult Education Counselor

### BASIC FUNCTION:

Receives direction from the site principal or designee. The counselor works directly with students in promoting awareness of self and the world around them, schedules and provides orientation to students, supports the faculty and staff in their work with students, and confers with parents, administrators and others as necessary to provide for the well being of students.

### REPRESENTATIVE DUTIES:

#### ESSENTIAL DUTIES:

Provide students with information about educational requirements, career opportunities, counseling programs, and related guidance services available to them.

Assist students in clarifying educational and career goals, including college applications, scholarships, financial aid information and vocational/technical career opportunities.

Provide counseling and guidance in academic, personal, and career areas.

Provide guidance to all staff members in such areas as student behavior management techniques, resource materials, and with students experiencing difficulties and parent conferencing.

Provide information about public and private agencies in the community.

Participate in the planning and scheduling of adult programs.

Maintain regular and prompt attendance in the work place.

#### OTHER DUTIES :

Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

- Child development and behavior dynamics.
- Group and individual counseling techniques and methodology.
- Student assessment practices and interpretation of test data.
- Laws related to minors.
- Conflict resolution and problem solving techniques.
- Community resources
- Scheduling procedures and practices.
- State and National Counseling Standards

ABILITY TO:

- Plan, organize and establish priorities.
- Relate well to students, staff, parents and others.
- Assist others in resolving problems
- Communicate clearly and succinctly.
- Relates to diverse cultures.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Pupil Personnel Services (PPS) counseling credential — as required by law. Any combination of three (3) years experience in the following areas: elementary or secondary teaching, counseling.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor working environment.

PHYSICAL DEMANDS :

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Speak so that others may understand at normal levels and on the telephone.
- Lift and/or carry up to 25 lbs at waist height for short distances.
- Reach overhead, above the shoulders and horizontally, grasp, push, pull.

Salary Placement:

Stockton Pupil Personnel Association (SPPA)

190 Work Days