

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 365
EXEMPT

GUIDANCE LEARNING SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide academic counseling and guidance services to assigned students; oversee the functions and activities of the guidance office at assigned school; assist with the development of the master schedule as assigned; prepare and maintain student records.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist in coordinating and implementing the student registration and recruitment process.
- Assist in development, coordination and supervision of student activities.
- Assist in planning and implementation of staff development activities.
- Assist students in developing individual learning plans, career pathway plans and enrolling them in subjects of choice for attaining goals; assist in resolving class conflicts with the master schedule as assigned.
- Assist the instructional staff in making appropriate changes in student schedules when necessitated by just cause; collaborate with administration and school personnel in assisting in making appropriate decisions regarding students.
- Communicate pertinent information to parents and teachers regarding academics, attendance, behavior and health.
- Coordinate and implement articulation with area schools and post-secondary education entities; coordinate and supervise college awareness activities and campus visits as assigned.
- Develop, plan, implement and evaluate a school counseling and guidance program that includes academic, career, personal and social development; advocate for the high academic achievement and social development of all students; provide school-wide prevention and intervention strategies and counseling services; provide consultation, training and staff development to teachers and parents regarding students' needs; supervise a district-approved advisory program.
- Manage advisory period, develop curriculum and activities to support academic coaches.
- Monitor implementation of 504 plans.
- Organize transition services and reentry coordination as assigned; assist with creating individualized prerelease plans in partnership with the student, parent or guardian, and collaborative partners; follow up with the family and/or school administration to review the progress of the student as assigned; maintain a database of student information to track student transitions to educational/vocational setting and/or career as assigned.
- Participate in assessment teams or partnerships to provide a cohesive approach by involving the social worker, psychologist, child welfare and attendance, and other school staff to provide services for students and families.
- Participate in the master scheduling process as assigned; determine curricular needs; update materials as appropriate and provide assistance for students in class selection and schedule changes.
- Prepare and maintain student records; prepare discipline and attendance referrals as assigned.

- Prepare and present records, reports and/or presentations as required.
- Provide assistance to teachers and parents in meeting needs of students through parent conferences, student study teams, case conferences, parent-teacher conferences and other meetings as needed for student success.
- Provide information to students regarding colleges, scholarships and tests needed for entrance to institutions of higher learning
- Review and administer discipline to students and take appropriate action and communicate with parents and staff regarding action taken as assigned.
- Share leadership with the administration and school personnel in creating positive relationships and a positive culture with teaching staff.
- Support industry partnerships and community classroom placement.
- Teach college and career readiness course.
- Work with an individual or groups of students or families to provide counseling services to address the needs of all students by providing a comprehensive pupil personnel services program.
- Collaborate with administration and staff who plan courses of study within assigned program and/or research connected with the evaluation or efficiency of the instructional program; assure effective communication and operation of the programs; assist in the formulation and development of policies and procedures.
- Coordinate with school administrators in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.
- Examine, select and provide in-service training of teachers, principals, or other similar personnel involved in instructional programs.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between county office and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Drive a vehicle to conduct work, using own transportation.
- May be required to work a flexible schedule to attend evening and weekend meetings, workshops/trainings and/or conferences.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Effective personal and academic counseling techniques and procedures.
- Laws regarding minors and child abuse reporting.

- The a-g subject requirements.
- Basic knowledge of standardized testing, included but not limited to California Assessment of Student Performance and Progress (CAASPP), and English Language Proficiency Assessments for California (ELPAC).
- Basic knowledge of high school graduation requirements.
- Basic knowledge of college entrance procedures and requirements related to financial aid, etc.
- Dual enrollment and registration process.
- Instructional methods and techniques for English language learners.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Assist with program development.
- Maintain routine records and compile in a timely manner.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- React with flexibility, creativity, and sensitivity to changing situations and needs.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree.
- Master's degree in counseling, school psychology or related field preferred.

EXPERIENCE:

- School counseling experience, including in assessing and working with high school students preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California Pupil Personnel Services Credential with School Counseling Authorization (or eligibility for an internship) required.

- Valid California Administrative Services Credential preferred.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- Valid Crisis Prevention and Intervention Certificate issued by an authorized agency within one year of date of hire.
- Valid defensive driving certificate issued by an authorized agency within one year of date of hire.
- Valid First Aid and CPR Certificate issued by an authorized agency within one year of date of hire required.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: October 3, 2016

Revised: June 21, 2018