

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: COLLEGE AND CAREER PATHWAYS COUNSELOR**

#### **BASIC FUNCTION:**

Under the direction of the Director of College and Career Options, provide coordination for the implementation of district-wide college and career guidance counseling initiatives, including, but not limited to, online college and career planning systems, dual enrollment with local colleges and universities and related professional development for middle and high school counselors, administrators and teachers. Provide related information and communication to students, parents/guardians and community stakeholders; support alignment of district's college preparation and pathway opportunities.

#### **ESSENTIAL FUNCTIONS**

Coordinate the district-wide implementation of online college and career planning system(s); serve as the district's liaison with external providers of such systems, EGUSD Technology Services Department, and individual school sites.

Manage contracts with external providers of college and career planning system(s); serve as liaison with EGUSD Fiscal Services, Technology Services and Research and Evaluation departments.

Plan and facilitate district-wide and site-level training related to college and career planning system(s), in collaboration with external providers; provide on-going technical support

Research curriculum and instructional materials to support college and career development, including that associated with online college and career planning system(s); serve as liaison with EGUSD Curriculum and Professional Development Department for new course adoption, as needed.

Plan professional development related to college readiness and persistence; support site counselors and teachers in use of related instructional materials, practices and resources

Collaborate with the EGUSD's Secondary Education and Communications departments to develop a communications plan about implementation of college and career planning system(s).

Convene and coordinate a leadership team to provide input and direction about the implementation of District's college and career planning system.

Develop and facilitate professional development around master scheduling for high school counselors, administrators and data processors to maximize student access to pathway completion.

Collaborate with District Head Counselor to ensure clear communication to sites, students and parents about the relationship among CTE career pathways, AP/IB courses and A-G coursework as strategies to prepare students for college and career.

Facilitate articulation with post-secondary institutions; develop partnerships with college and university admissions offices as well as other relevant student support groups; serve as liaison with post-secondary institutions for implementation of strategies to increase student EAP performance

Serve as liaison to Los Rios Community College District for development of dual enrollment programs; monitor and guide students enrolled in dual enrollment programs; monitor and collect data on dual enrollment opportunities, CTE enrollment and post-high school enrollments

Attend district and community meetings related to college and career readiness and dual enrollment opportunities

Inform parents about college and career planning system(s) and available resources to support students' college readiness and persistence.

Perform other duties as assigned

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Online college and career planning system(s).

The role of technology in school counseling.

District graduation requirements and options for college and career readiness.

College and career pathways, career technical education and all aspects of dual enrollment.

Student assistance programs.

Community referral resources.

Principles of training and providing work direction and guidance.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping and report preparation techniques.

Operation of office equipment including a computer and assigned software.

Oral and written communication skills.

Public speaking techniques.

**ABILITY TO:**

Plan, organize and develop programs that prepare students for college and career.

Work with online systems and technology to enhance student learning.

Implement research and collect and analyze data and report preparation.

Identify and connect schools with innovative and creative opportunities to prepare students for college and career readiness.

Provide counselors, parents and students with information, assistance and advice concerning educational and career opportunities.

Conduct an on-going review of the District's college and career planning initiative and its impact on students.

Interpret, apply and explain rules, regulations, policies and procedures.

Maintain current knowledge of applicable laws, codes, rules and regulations.

Train and provide work direction and guidance to assigned staff.

Prepare and deliver oral presentations.  
Complete work with many interruptions.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Meet schedules and time lines.  
Maintain confidentiality of sensitive and privileged information.  
Maintain records and prepare various reports.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a variety of office equipment including a computer and assigned software.  
Maintain consistent, punctual and regular attendance.  
Sit or stand for extended periods of time.  
Hear and speak to exchange information and make presentations.  
See to read a variety of materials and monitor student behavior.  
Move hands and fingers to operate a computer keyboard.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to bachelor's degree in school counseling, psychology, social work or related field and five years school counseling experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Pupil Personnel Services Credential – School Counseling  
Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and classroom environment.  
Constant interruptions.  
Driving a vehicle to conduct work.

**BOARD APPROVED:** June 13, 2017