

Class Codes

COUNSELOR AIDE	4568
COUNSELOR AIDE (VOCATIONAL EDUCATION)	4584

DEFINITION

Assists counselors or credentialed employees with tasks relating to student or youth counseling and guidance services that involve educational and career planning, personal/social development, and follow-up activities.

TYPICAL DUTIES

Assists a school counselor or other credentialed employees with tasks relating to student or youth counseling and guidance by performing a variety of the following duties:

- Provides students with information on educational and career opportunities and choices, and refers students who need further assistance to credentialed employees.
- Provides students with access to college and career information and planning tools and refers students who need further assistance to credentialed employees.
- Collaborates with school personnel, families, and local community to advocate support for post-secondary education and additional academic services.
- Assists with transition activities of neglected and delinquent youth from group homes by providing information on requisite skills in areas of education, employment, and life skills.
- Discusses problems of attendance and behavior with students and parents and refers them to credentialed staff for specialized assistance.
- Follows up on absenteeism with telephone calls or individual and group discussions as directed by credentialed staff.
- Assists in school and community programs that identify and work with students who are neglected, delinquent, and potential school dropouts and assists those who have dropped out of school in finding academic or training programs appropriate to their interests and abilities.
- Assists counselors or other credentialed staff in the administration of interest inventories and achievement and aptitude tests, and assists in processing materials for District and State group tests of scholastic capacity and achievement.
- Assists counselors or career advisors in arranging and conducting tours and field trips with District personnel and community, business, college, and university representatives.
- Assists in maintaining reports and student contact logs in areas of career, academic, personal, and social development, attendance, and behavior, including a description of support and intervention referrals provided.
- Participates in staff development and in-service training programs.
- May compile, review, and utilize data to support target-specific services for students.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Counselor Aide assists counselors or credentialed employees with tasks relating to student or youth counseling and guidance services involving educational and career planning, personal and social development, and follow-up activities.

A Counselor Aide (Vocational Education) assists counselors or credentialed employees with tasks relating to the counseling and guidance of students enrolled in a Skills Center or a Regional Occupational Program, with emphasis on vocational preparation.

SUPERVISION

General supervision is received from a certificated administrator. Work direction is received from the Assistant Principal of Counseling Services or designee, usually a counselor or a credentialed employee. Work direction may be exercised over college students in a work-study counseling program.

CLASS QUALIFICATIONS

Knowledge of:

- Physical, intellectual, social, and emotional growth patterns of students
- Uses and limitations of standardized individual and group scholastic and achievement tests
- Educational programs and career opportunities available to secondary, continuation, and adult school students
- Community organizations involved in social and youth services programs
- Basic office operations
- Data entry and retrieval
- Microsoft Windows Operating Systems and Office Suite Programs

Ability to:

- Understand and relate to the problems and concerns of elementary, secondary, and adult students
- Make oral presentations and communicate effectively
- Write clearly, concisely, and accurately
- Collect, organize, and explain information that is pertinent to educational and career planning and opportunities
- Work effectively with students, parents, school personnel, community groups, and the public
- Operate a computer and associated peripheral equipment

ENTRANCE QUALIFICATIONS

Education:

An Associate Degree or a minimum of 60 units from a recognized college or university, including completion of at least 15 semester units or quarter units equivalent in psychology, sociology, or other courses that include psychological or educational tests and measurements, theory of group dynamics, and/ or career education.

Experience:

Completion of a work-study or internship program in a recognized college or university that provides a minimum of four semester units, or six quarter units of supervised experience in educational and career counseling and guidance for elementary, secondary, continuation, or adult school students.

OR

One year of experience assisting in youth counseling services relating to education and career development, drug abuse prevention, neglected and delinquent programs, or work in tutorial training or tutorial programs.

Special:

A valid California driver license and the availability of private transportation, or the ability to utilize an alternative method of transportation.

Some positions may require irregular work hours.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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