

CHINO VALLEY UNIFIED SCHOOL DISTRICT

ADULT SCHOOL COUNSELOR

DESCRIPTION OF POSITION:

Counselor, through counseling and directly related activities, seeks to facilitate individual students toward learning academic success and the development of acceptable behavior patterns thus helping students have a successful school experience.

MAJOR DUTIES AND RESPONSIBILITIES:

To assist in mobilizing the resources of the school district and community to assist students to have a successful academic experience.

To assist in evaluating students' transcripts or previous learning experiences to determine coursework needed to gain an adult school diploma or GED certificate.

To provide individual or group counseling as needed.

To work with all appropriate personnel to assist students evidencing difficulties.

To refer students to special programs or out-of-school agencies when appropriate.

CREDENTIAL:

Valid California Pupil Personnel Services Credential.

EDUCATION:

Master's Degree.

EXPERIENCE:

Teaching experience, work experience outside of education is desirable.