

Innovative Education Management, Inc.
Job Description

Job Title: **Guidance Counselor**
Reports to: Educational Services Director/Director
Division: Educational Services
Location: Placerville Office/Some Work Out of Home Office
FLSA Status: Exempt
Date: July 8, 2009

POSITION SUMMARY: Collects, organizes, analyzes, distributes information and provides training sessions for ESs, parent, and students through multiple sources in order to advise on guidance. Spends a good portion of their time preparing our high school students towards graduation and career planning.

Guidance duties:

- Serves as a reference source for current information on colleges, college entrance tests, scholarships, technical education, apprenticeships, armed services and other government training programs available.
- Sends out periodic email updates to parents and ES.
- Provides in-services in person or on Web-ex as requested in cooperation with admin staff
- Submit A-G courses for UC approval as needed
- Creates monthly guidance training for ES group meeting agenda, and sees that it gets posted to website for future usage
- Update Guidance Web page
- Complete duties in tension chart
- Works collaboratively with local colleges regarding available resources
- Provide phone interviews with students to help answer any questions they may have related to guidance
- Works with students using guidance tools to assist students in their search for careers
- Conference with parent/student/ES to go over their high school plan
- Conduct intake interview with families with students 8th through 12th grade(SMCS only)
- Provide surface counseling and/or intervention in instances where applicable (Incidence response)(SMCS only)
- Works in collaboration with graduation team on graduation ceremonies

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Minimum: Bachelor's degree in an education field, with a current teaching credential. At least two years of teaching experience and knowledge in guidance and/or a Pupil Personnel Services Credential earned from an accredited University
- Desirable: Master's degree in education.

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- Ability to interact tactfully with professional staff, parents, and outside vendors.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of email, Database software, Spreadsheet software and Word Processing software, plus webpage applications.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.