

CALIFORNIA MILITARY INSTITUTE

Board Approved: August 19, 2015
Salary Schedule: #214

The California Military Institute (CMI) provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the California Military Institute policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: COUNSELOR

JOB PURPOSE STATEMENT: Under the direction of the site administration, the counselor assumes responsibility for all phases of pupil personnel services for the counselees assigned.

JOB FUNCTIONS:

- Provides guidance/informational services to students and parents which assist students in making appropriate decisions relative to their attendance, education, career, personal, and social development.
- Designs and develops appropriate programs to meet students' individual needs based on CMI guaranteed services.
- Aids students in establishing educational goal(s).
- Selects, schedules, and assists personnel in providing services designed to meet students' individual needs.
- Evaluates student's program at each credit reporting period; makes necessary changes.
- Supervises administration and recording of survey and test results.
- Designs and develops appropriate education program based on student's career goals.
- Provides a system to ensure equitable dissemination of materials and information concerning colleges, jobs, scholarships, student loans, and grants to all 9-12 grade students.
- Provides orientation, career, and group activities to promote self-direction.
- Counsels with individual students to build positive attitudes, self-understanding, and self-reliance.

JOB FUNCTIONS – continued

- Communicates with parents to maximize students' social and academic adjustment. Interpreting test scores, explaining school policies, and assisting in parental understanding of child development.
- Utilizes all available resources to meet the individual needs of each student.
- Counsels with groups/individual students to promote confidence and interaction, solve problems and assist in decision making.
- Serves as a referral agent and consults with teachers to promote cooperative efforts.
- Serves as liaison with community agencies and organizations concerned with child welfare and attendance.
- Assists students with the resolution of attendance problems.
- Coordinates assignment of work missed due to absence or administrative action upon request of the student or parent.
- Informs and counsels with families of persistent attendance offenders.
- Refers persistent attendance offenders to the Student Attendance Review Board (SARB).
- Establishes and maintains effective working relationships with staff, students, parents, and community members.

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB TITLE: **COUNSELOR**

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JOB QUALIFICATIONS:

Education/Credentials:

- Hold a Clear Pupil Personnel Services Credential with authorization in School Counseling.

Licenses, Certifications, Bonding and/or Testing:

- Possess or obtain a valid California Driver's license
- TB clearance
- Drug/Alcohol clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Certificated Position