

|  |
|--|
| <b>CERTIFICATED VACANCY ANNOUNCEMENT</b> |
|--|

Position: HS COUNSELOR (9-12)  
Full-Time, Flexible Hours (AM & PM shifts)

Qualifications:

- M.A./M.S.
- Valid California Pupil Personnel Service Credential, or possession of a valid California credential authorizing service as a HS counselor
- Familiar with the framework of Competency Based Counseling and the National Counseling Standards
- Understands academic parameters for HS matriculation, CA Content Standards, CA Exit Examination demands, and UC and state college entrance processes & requirements
- Bilingual skills in English and Spanish preferred
- Adept with basic computer technology, data base applications and a windows environment

Location: Escuela Popular, 355 W. San Fernando Street, San José, CA 95110

Salary: As appropriate to experience and education

Deadline: Open until filled

**Responsibilities:**

- Uses data base environment to track student academic progress and manage transcript records.
- Conducts structured, goal-oriented counseling session in a systematic response to the identified needs of students.
- Constructs individualized development programs for students, helping them visualize and establish their educational goals.
- Provides orientation, career, and group activities to promote self-direction for academic/career planning.
- Provides teaching staff and administration with information regarding student needs as they apply to school curriculum and school environment (graduation requirements, satisfactory progress, course scheduling choices, etc.).
- Provides a system to ensure equitable dissemination of materials and information concerning colleges, vocational institutions, scholarships, and student loans.
- Provides short-term counseling to students, couples, and families, when appropriate.
- Acts as a liaison on behalf of students to coordinate access to health, mental health, public assistance, and other community services.
- Makes connections within the community to bring various community services to Escuela Popular.
- Works closely with the Deans to maintain student discipline.
- Provides case management services.
- Identifies students at risk of failing or leaving school prematurely and applies appropriate interventions, both instructional and with auxiliary services.

**Application Procedures:**

Submit cover letter, resume and a list of at least three references to [christina@edtec.com](mailto:christina@edtec.com).

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**