

**COUNSELOR ON SPECIAL ASSIGNMENT (COSA)  
FOR CAREER COUNSELING COORDINATION**

**2-Year Grant Funded Position (2019-2020) to Support the K-12 Strong Workforce Program Grant**

**DEFINITION:**

Under the direction of a district coordinator and in coordination with the Orange County Department of Education and, the Counselor on Special Assignment (COSA) for Career Counseling Coordination will assist with the alignment of Career Technical Education curriculum, activities, and counseling efforts with post-secondary institutions. The COSA for Career Counseling Coordination will embed career elements and education systemically and organize school counseling efforts with post-secondary counselors to included early college credit attainment, industry certifications, work-based learning, etc.

This position classification requires expertise in career counseling. Directly related counseling, instructional support, and curriculum experience is required to perform problem analysis using prescribed principles, methods, and concepts.

The functional role of this position classification requires the application and interpretation of data, facts, procedures and policies. The incumbent meets frequently with school administrators, other teachers, internal staff and members of the community to communicate information, data, and alternative problem solutions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Build the imperative for school counselors to help students explore, plan, and pursue careers that reflect their passions, skills, and life goals. Provide expertise in all aspects of career counseling and instruction related to Career Technical Education.
- Serve as a resource to their school district in the development of career counseling components such as: regional career exploration, public perception of CTE, high school to college to workforce transitions; counseling competencies in accessing, interpreting, and applying relevant data, and counseling support.
- Conduct accountability studies that will serve to develop Career Pathways and the articulation with post-secondary institutions and assess the career education needs of their district.
- Build stronger pathways experiences for students through building early college credit attainment opportunities and providing career exploration by coordinating with post-secondary counselors on a consistent basis.
- Create and sustain purposeful Professional Development with regional business/industry partners in the efforts of successful implementation of career counseling and exploration up to through post-secondary institutions.
- Communicate regularly with secondary and post-secondary counseling personnel with aim to address and reduce rhetorical dissonance and create consistent counseling practices regionally
- Create and maintain same-practice counseling efforts by sharing and evaluating relevant student and economic data
- Leverage other Career Pathway Initiatives and resources and implement use of common tools in career and transition planning
- Provide resources to shape and support the expanded role of school counselors in the career domain
- Attend regular meetings with other Career Counseling Coordinators, K12 Strong Workforce Technical Assistance Providers and pathway coordinators
- Align core and CTE courses to enhance pathways
- Assist with the integration of career opportunities in the core content areas
- Responsible for identifying opportunities for counselors, teachers, and students to participate in 21<sup>st</sup> century college and career opportunities

- Highlight ways counselors can seize opportunities to integrate 21<sup>st</sup> century skills and help them identify what activities they can replace
- Support the continuous evaluation of students' 21<sup>st</sup> century skill development
- Create marketing tools to advertise the 21<sup>st</sup> century programs and pathways to the great community
- Assist with the writing and administration of the CTE grants
- Performs other duties as assigned

**QUALIFICATIONS:**

Knowledge of:

Current CTE trends, National and State Common Core State Standards and academic standards, Frameworks and Model Curriculum, effective staff development practices, techniques, and delivery systems; instructional strategies including project-based learning principles; graduation requirements and options for college and career readiness; techniques and practices of program development and implementation; modern principles and practices of program development and implementation; socio-economics and cultural background differences of Orange County students

Ability to:

Build and maintain strong relations and communicate effectively across the region and post-secondary institutions; plan, organize, and develop programs that prepare students for college and career; implement, research, collect and analyze data and report preparation; collect and evaluate student data; establish and maintain effective work relations with those contacted in the performance of duties; identify and connect schools with innovative and creative opportunities to prepare students for college and career readiness; work independently; make decisions in the best interest of students; organize tasks, set priorities and meet deadlines, manage multiple task; communicate effectively in writing and verbally

Experience:

Successful fieldwork in school counseling or experience as a counselor/guidance specialist.

Education:

Bachelor's Degree required; Master's Degree from an accredited college or university preferred.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, bending, stooping, squatting, and twisting. Lifting of supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Valid California credential in Pupil Personnel Services authorizing service in school counseling, or Masters in Social Work; and possession of a valid California Driver's License

Board Approved: June 20, 2019