

**PROGRAM SPECIALIST III
(Guidance Services)****DEFINITION:**

Under the direction of the Director of Pupil Services, coordinate the District guidance program and provide guidance services to all intermediate and high schools in the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate the District guidance program for college admissions, scholarships, college admission testing and financial aid. Provide in-service and staff development for high school and intermediate school guidance personnel on educational and vocational guidance, and post-high school education information.
- Work with School Guidance Specialists to create programs and written materials regarding colleges, scholarships, financial aid, and educational and vocational guidance and information for dissemination to students and parents. Centralize and unify the various publications eliminating duplication of efforts.
- Conduct large and small group seminars for intermediate and high school students, parents and staff on information needed for educational and vocational decisions, college admission and financial assistance (i.e., college nights, career days, etc.).
- Initiate and administer Federal, State, and private grants related to college and career preparation; complete required documentation for grant applications and evaluation; maintain budget accounting procedures to monitor expenditures applicable to grants.
- Provide liaison services between colleges, local businesses, counseling and community service agencies, school sites and the District to coordinate services provided to students and parents.
- Participate in professional development opportunities in order to continually upgrade skills and knowledge of relevant programs, college requirements, State and Federal grant requirements, financial aid requirements, etc.
- Coordinate crisis intervention.
- Evaluate, on a continuous basis, the guidance programs being delivered to the students in grades 7 – 12 and make or suggest modifications to the program so as to improve the services being provided. In conjunction with the school site administrator, evaluate the performance of the intermediate and high school guidance specialists with emphasis on previously identified goals and objectives
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Guidance and counseling programs; college and financial aid requirements; crisis intervention techniques; grant development and coordination; labor market trends; recent developments and current literature relating to educational and career guidance.

Ability to:

Plan, organize and coordinate a guidance program; prepare and present information in small and large group settings; communicate effectively, both orally and in writing; establish and maintain records; establish and maintain a effective working relationships.

Experience:

Three years successful experience as a school counselor or guidance specialist; two years of supervisory or administrative experience desirable; teaching experience highly desired.

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 authorizing service in pupil personnel services and child welfare and attendance or special education and administrative credential, and possession of a valid California driver's license.

Board Approved: October 8, 2002

Revised: October 11, 2005