

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

---

<b>TITLE:</b>	Program Manager, Counseling and Guidance	<b>REPORTS TO:</b>	Executive Director, Student Services
<b>DEPARTMENT:</b>	Institute for Learning	<b>CLASSIFICATION:</b>	Certificated Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	028
<b>ISSUED:</b>	October 8, 2002		

---

**BASIC FUNCTION:**

Design, implement, and evaluate the district's Counseling and Guidance Program, including elementary and secondary counseling, attendance/SARB, Behavior Intervention Program, CONNECTIONS Drop-out Recovery Program, and other Counseling and Guidance programs as appropriate; supervise assigned personnel.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Develop and implement a comprehensive results-based counseling program based on the national standards for school counseling. **E**

Develop and implement a comprehensive and proactive attendance improvement program. **E**

Develop and implement a comprehensive and proactive suspension/expulsion reduction program. **E**

Implement attendance, behavior, and drop-out programs. **E**

Supervise the development of learning contracts for at-risk students. **E**

Provide support to school-based counselors to enhance job performance. **E**

Serve as the Counseling and Guidance liaison to other district departments and community organizations. **E**

Evaluate assigned certificated and classified personnel. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to three years successful counseling experience, including experience in staff development, communication, conflict resolution, and interpersonal/intra group interaction skills.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Pupil Personnel Services Credential.
- Valid Administrative Services Credential.
- Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- National Standards for Counseling.
- Current School counseling practice and research.
- State and Federal laws pertaining to the safety and protection of students and emergency procedures.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies, and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.

**ABILITY TO:**

- Implement a results-based counseling program.
- Provide leadership and direction in the area of high school reform.
- Provide leadership and direction in the area of comprehensive elementary counseling.
- Communicate effectively with all segments of the community.
- Assist community organizations working in the areas of Counseling and Guidance, school safety, truancy reduction, and behavior intervention.
- Develop, demonstrate, and disseminate Counseling and Guidance student curriculum materials.
- Interpret new developments, techniques, and programs in the field of Counseling & Guidance.
- Serve on district crisis team.
- Keep abreast of changes in the areas of counseling and leadership.
- Maintain current knowledge of applicable federal, State, and local laws and district rules and regulations.
- Communicate effectively both orally and in writing.
- Use good judgment in making decisions.
- Establish and maintain cooperative and effective working relations with others.
- Analyze situations accurately and adopt an effective course of action.
- Prepare comprehensive narrative and statistical reports.
- Operate a computer and assigned office equipment.
- Meet schedules and time limits.
- Plan and organize work.
- Work independently with little direction.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Train and evaluate the performance of assigned staff.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor setting.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information and make presentations; seeing to read, and write reports; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3.31.04—PeopleSoft

Job Code 1547

PH