

APPENDIX F. - Counselor Guaranteed Services

A. Appointment, Term, and Remuneration:

The counselor shall be appointed upon the nomination of the Principal, with the recommendation of the Superintendent and by action of the Board of Trustees and shall be subject to the transfer and reassignment provision of the contract. Remuneration shall be by placement on the teachers' salary schedule.

B. Responsibilities:

When staffed in accordance with the provisions found in Article VI.L.1 of this agreement professional school counselors are certificated professionals and are uniquely qualified to address the developmental needs of all students. They deliver a comprehensive school counseling program encouraging all students' academic, career and personal/social development. The counselor structures activities to meet the needs of her/his assigned caseload; consults with teachers, staff, and parents to enhance their effectiveness in helping students; and works in collaboration with school staff to promote other educational programs. The counselor has specialized training in counseling and human behavior, whose main focus is on the optimum development and learning efficiency of the individual student. He/she is professionally prepared to assist and support teachers in their primary role of aiding individuals to learn efficiently and effectively.

C. COUNSELOR GUARANTEED SERVICES (AR 6164.2):

The District guarantees the following services by the Alternative Education Program and Comprehensive School Counseling Department:

1. Seventh and Eighth Grades:

- a. Orientation to Middle School curriculum and requirements This includes individual student planning such as a six-year plan.
- b. Registration and student placement.
- c. Share assessment data with parents, teachers, and students.

- d. Facilitate parent and/or student conferences, teacher or other educator conferences.
- e. Inform parents and students of progress towards promotion.
- f. Individual or group counseling.
- g. Handle referrals which are counseling in nature and comply with the "*Student Behavioral Manual*".
- h. Refer students to other school support services or community resources.
- i. Assist students in planning, monitoring, and managing their education, personal/social and career development goals.

2. **Ninth Grade:**

- a. Assist students with planning, monitoring, and managing their educational, personal/social and career development goals. This includes a four year educational plan.
- b. Crisis intervention, and individual and group counseling.
- c. Registration and student placement.
- d. Share proficiency and achievement test results.
- e. Completion of special grade checks when requested by parents.
- f. Orientation of high school curriculum and requirements.
- g. Address the immediate concerns of students through prevention, intervention, and referral as needed.
- h. Inform parents and students of student's progress toward graduation and current status of UC A-G courses completed.

3. **Tenth Grade:**

- a. All services provided at the ninth grade.

- b. Provide students planning and financial aid information, opportunities to meet with college representatives, and inform students of pre-college testing - P.S.A.T., S.A.T., A.C.T., etc.

4. **Eleventh Grade:**

- a. All services provided at the ninth and tenth grades.
- b. By the end of the eleventh grade, parents and students will be informed on student's progress toward graduation.

5. **Twelfth Grade:**

- a. All services provided at the ninth, tenth and eleventh grades.
- b. Provide parents and students a graduation status report at the beginning and at the end of the seventh semester, if a student is in danger of not graduating.
- c. Students will be given assistance with applications (such as scholarship, college, financial aid).

D. **CAREER COORDINATOR GUARANTEED SERVICES**

In collaboration with Alternative Education Programs and Comprehensive High School Counselors, R.O.P. Coordinators shall provide employment readiness, career, and community or junior college activities as follows:

1. Grade Level Services

- a. 9th grade career assessment to inform four (4) year plan
- b. 10th grade career exploration including work-based learning
- c. 11th grade college/career options workshops & fairs including work-based learning opportunities

- d. 12th grade portfolio/interview workshops and work-based learning opportunities
- e. College planning, presentations and assessment (Accuplacer/Steps to Success)
- f. College Admission, Scholarship Applications and Summer Bridge Programs

2. Career Center Services

- a. Work Permits: ROP Coordinators shall process Work Permits on the condition that a signed authorization from the Superintendent is maintained, stating that, in the processing of Work Permits, the member is an agent of the District and that the District shall, pursuant to the California Government Code, indemnify and hold harmless the employee for any actions arising out of the course and scope of employment.
- b. Community Service Coordination
- c. Explanation of R.O.P. and other career choices
- d. Students will be given assistance with job applications

3. ROP Services

- a. Student recruitment and retention for ROP/CTE classes
- b. ROP/CTE registration and orientation
- c. ROP/CTE class balancing and master scheduling
- d. Class presentations
- e. Organize transportation
- f. Support for low level student discipline and organizing parent/teacher conferences
- g. Student monitoring & contracts

- h. Advisory meetings for ROP classes
- i. ROP student of the month

ADDENDUM TO APPENDIX F

For the 2017-2018 School Year, Career Coordinators will receive a \$5,000 stipend for community service coordination. The stipend will be paid in two installments, January 10, 2018 and June 10, 2018.

For the 2018-2019 School Year, community service coordination will be removed from the Career Coordinator Guaranteed Services