

REOPENED

August 3, 2018



## RECRUITMENT ANNOUNCEMENT

**JOB TITLE:** School Counseling Specialist – Santa Rosa Migrant Education -  
Migrant Education Advisor Program (MEAP)  
Bilingual/Biliterate in Spanish and English

**WORK YEAR:** Full-time: 12 Months/ 183 Days /7 hours per day  
(Prorated upon hire)

**START DATE:** As soon as possible after interview

**AREAS OF  
ASSIGNMENT:** Sonoma County/SSU

**SALARY:** Salary Schedule 4, \$222.02 - \$419.18 (Daily)  
Placement dependent upon education and experience  
\$500 Annual Stipend for Doctorate

*Placement on salary schedule is dependent upon how many years of full time certificated experience you have, as well as your level of education above and beyond your Bachelor's Degree.*

**PLEASE NOTE: PER OUR SUPERINTENDENT'S POLICIES AND PROCEDURES, THE BUTTE COUNTY OFFICE OF EDUCATION WILL CREDIT NEW EMPLOYEES WITH A MAXIMUM OF 11 YEARS CERTIFICATED EXPERIENCE**

**TO APPLY:** <https://www.edjoin.org/Home/JobPosting/1080367>

**BENEFITS:** Generous benefits package that includes Medical, Dental, and Vision for employee and dependents. Sick leave accrued. Life insurance for employee.

**DEADLINE:** Open until filled; to receive full consideration, please apply by Thursday, August 16, 2018 at 4:00 PM.

### **POSITION DESCRIPTION:**

The School Counseling Specialist will ensure that migrant students will receive quality mentoring, career, vocational, and college awareness. The School Counseling Specialist will provide support and guidance for qualified MEAP Advisors that are hired, trained and provided with ongoing professional development in relationship to school counseling competencies at assigned school sites, as outlined by the ASCA (American School Counselor Association) National Model. School Counseling Specialists will provide leadership for the supplemental support of, and collaboration with, participating school district counseling programs to serve migrant students. Efforts will include promoting and supporting the design, delivery, evaluation and improvement of comprehensive school counseling services in a systematic manner to improve the academics, attendance, behavior, and career exploration of all migrant students.

### **EXAMPLES OF DUTIES:** (May include, but is not limited to the following)

1. Implement all policies, directives and contractual agreements issued by Migrant Education, Region 2 in order to ensure direct services to migrant students

2. Develop, conduct and/or organize training workshops for advisors designed to improve their performance skills to better serve migrant students
3. Submit all required documentation in an accurate and timely manner documenting services to migrant students
4. Ensure the overall development and performance of MEAP Advisors in accordance with program guidelines in order to provide exemplary and academic support for migrant students
5. Collaborate with the Migrant Education Associate Director to determine placement of MEAP Advisors
6. Responsible for the recruitment of bilingual and/or former migrant students into the program
7. Provide MEAP Advisors with career and personal counseling support to ensure quality services for migrant students
8. Collaborate and communicate with State University's, Mini-Corps and Migrant Education in order to act as a liaison between the agencies; attending all interagency meetings as directed, and promptly submitting documentation as requested
9. Direct instruction and services to pupils is no less than eighty percent (80%) of duties

### **QUALIFICATIONS:**

#### **KNOWLEDGE OF:**

1. Migrant family lifestyle and culture
2. Federal/State regulations related to Migrant Education and other categorical programs
3. Federal/State Initiatives and Reforms
4. Use of effective communication and interpersonal skills

#### **ABILITY TO:**

1. Function well In a multicultural/multilingual setting
2. Provide career, vocational and college support for migrant students in classroom and one-on-one settings while modeling for MEAP College-level students.
3. Provide career and personal counseling to migrant students
4. Conduct ongoing training workshops for college-level students
5. Implement all policies, directives and contractual agreements outlined in job description.
6. Attend evening meetings and work a flexible schedule
7. Organize and manage various tasks and responsibilities in an efficient and timely manner

### **EXPERIENCE AND TRAINING:**

1. Pupil Personnel Services (PPS) Credential in School Counseling required.
2. Master's Degree in Counseling required
3. Three years' experience in school counseling required.
4. Experience in, or potential for, a mentoring or coaching role
5. Fluency in English and the language of the students being served (i.e. Spanish)
6. Past employment or volunteer work with migrant or diverse student population

#### **OTHER:**

1. Possession of a valid California Driver's license and verification of current auto insurance with minimum liability coverage

### **PHYSICAL REQUIREMENTS:**

Occasional (less than 25%)

- Ability to bend and twist, stoop, and kneel
- Ability to lift 40 pounds

- Ability to carry 25 pounds
- Ability to stand for extended periods of time
- Ability to drive to various sites
- Sufficient mobility to move around the classroom and school
- Drive and use commercial transportation to visit sites throughout California

Very Frequent (76%)

- Ability to stand and move around an office
- Ability to work at a desk, conference table, or in meetings of various configurations.
- Ability to see for purposes of reading printed matter and observing staff
- Ability to hear and understand speech at normal levels
- Ability to communicate so others will be able to clearly understand
- Ability to operate office equipment
- Ability to reach in all directions

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**OTHER:**

1. To comply with the Immigration Reform and Control Act of 1986, all new employees must provide proof of identity and authorization to work in the United States.
2. FINGERPRINTING FOR CONDUCTING A BACKGROUND INVESTIGATION IS REQUIRED and completed upon offer of employment.

**TO APPLY:**

Visit: <https://www.edjoin.org/Home/JobPosting/1080367>

**Online applications only; no paper copies will be accepted. All online applications must be accompanied by the following attachments; (incomplete applications will not be accepted):**

- Cover Letter
- Resume
- Three Letters of Recommendation
- Copy of Credential print out from CTC: <https://www.ctc.ca.gov/commission/lookup>
- Transcripts

*Upon offer of employment official transcripts, proof of current auto insurance and verification of a valid driver's license will be required.*

***Incomplete application will NOT be accepted***

E-mail: [dbidwell@bcoe.org](mailto:dbidwell@bcoe.org)

**Credential Information**

Applicant must have the following:

- Pupil Personnel Services Credential in School Counseling
- Master's Degree in Counseling