



QUALIFICATIONS FOR
COUNSELOR, ADULT EDUCATION

TRAINING

- Required: - Any credential(s) authorizing services as a counselor in the secondary grades
- Preferred: - Training beyond credential requirements in the field of vocational testing and counseling

EXPERIENCE

- Required: - That required for the credential
- Preferred: - Experience in organizing and administering a comprehensive guidance program at the secondary or adult school level

OTHER QUALIFICATIONS

- Knowledge of: - Teaching techniques and methods used with adults
- Secondary graduation standards and practices
- Academic and vocational training programs available to adults
- Ability to: - Communicate well, both orally and in writing
- Establish and maintain cooperative and effective working relationships
- Assist students in making appropriate decisions regarding their educational or vocational goals

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

DUTIES AND RESPONSIBILITIES OF COUNSELOR, ADULT EDUCATION

Primary Function

The Counselor, Adult School, is responsible for designing and providing guidance services that will enable adult education students to make optimum progress toward the attainment of District goals.

Duties and Responsibilities

The Counselor:

1. Provides opportunities for adult education students to become aware of their academic and vocational abilities, interests and values as these may relate to their qualifications for a variety of educational programs and careers;
2. Assists adult education students to develop an awareness of their educational and vocational alternatives, including abilities needed, training requirements, economic and social rewards, and life-style benefits;
3. Assists adult education students to evaluate their previous education and to make appropriate choices among educational alternatives that will enable them to earn high school diplomas and to progress toward their education goals;
4. Assists selected high school students to enroll in and benefit from courses available through adult education;
5. Enables selected adult education students to gain a better understanding of their personal, academic and vocational problems and to develop ways of meeting them;
6. Assists the supervisor in carrying out other duties and responsibilities as directed;
7. Adheres to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes and other applicable laws and regulations; and
8. Participates cooperatively with the evaluator to implement the procedures by which he/she will be evaluated in conformance with the District's uniform guidelines for certificated personnel evaluation and assessment.