

ACLC Counselor Job Description
(Adopted by ACLC Governing Board 2/5/03)

Academic Advisement

- Develops academic plans with learners to meet graduation and college requirements
- Arranges course schedule with learners annually
- Recommends placement in courses (i.e. Community College courses, honors courses, remedial math courses)
- Evaluates transcripts, monitor credit deficiency, and notify parents about summer school and remediation

Master Scheduling

- Works with Lead Facilitator to design master schedule
- Inputs master schedule and all courses into SASI
- Resolves schedule conflicts prior to opening of school year

Parent Community

- Handles parent concerns regarding learner's academic progress, concerns with facilitators, school placement, lack of learner motivation, meeting graduation and college requirements, etc.
- Attends Parent Asset Meetings as needed
- Writes monthly *Counseling Corner* for the Parent Newsletter
- Works with Lead Facilitator to increase parent involvement

Intervention and Support Services

- Provides individual counseling with learners in crisis
- Facilitates weekly Student Study Team meetings
- Recommends Individual Learning Plans (ILP) for learners with learning challenges
- Monitors accommodation plans for Section 504 learners
- Attends all IEP meetings and works closely with resource specialist
- Facilitates parent and facilitator conferences to address needs such as learning styles, meeting learning to learn skills, participation in the community, lack of motivation, etc.
- Coordinates support/intervention programs such as tutoring and learning labs
- Recommends alternative school placements as needed

ACLC Course Offerings

- Coordinates UCCP Online Courses – register students, monitoring progress, acting as a liaison between learners, facilitators, and UCCP
- Updates UC course list annually and submit new courses as needed
- Acts as liaison with the College of Alameda- Works with the college on concurrent enrollment for our learners and to offer courses through the college on the ACLC campus
- Works with learners, parents, and facilitators to create new course offerings at ACLC

Peer Counseling and Conflict Management Program

- Trains and supervises learners as Peer Counselors and Conflict Managers

College Counseling and Career Development

- Counsels students and parents on college planning, including admission standards, entrance exams, course selection, financial aid and scholarships.
- Provides college application workshops to assist with the application process.
- Directs parent and student college information nights for all grade levels.
- Integrates career software program, “Choices”, into 9th grade Humanities courses.
- Works with the District to coordinate Job Shadow Day for ACLC learners

Testing Coordinator

- Coordinates and supervises the PSAT, PLAN, Advanced Placement, STAR, CAHSEE, and Competency tests
- Sets time schedules and coordinates with the district office and EHS for testing
- Notifies parents, learners, and facilitators of upcoming tests
- Orders materials and check shipments
- Keeps accurate learner records on file

Internship Coordinator

- Creates and maintain database of internship positions
- Assists learners in finding internships
- Contacts learners’ supervisors
- Keeps track of required forms and resumes for each learner
- Provides PR with local businesses

Senior Seminar

- Registers completion of senior projects, and senior portfolios
- Provides senior transition workshop
- Works with Seniors and parents to organize graduation and senior events

Recruitment of New Learners

- Works with Lead Facilitator to coordinate the recruitment process (open enrollment, mailings, open houses, and tour dates) for prospective learners
- Handles prospective parent calls and/or conferences regarding placement
- Registers new learners: Course selection, review school rules and learning to learn skills in planner, bell schedule and tour

Sophomore Counseling (*State mandated and funded program*)

- Provided individual conferences with every sophomore and their parent(s) for 30-45 minutes to discuss career path, post high school plans, college and high school graduation requirements
- Designs course plans for the following two years that will meet needs, and reviews transcripts

Oversight of Grades/Progress Reports/Learner Led Conferences

- Works with office manager and lead facilitator to set calendar of progress reports and quarterly reports
- Oversees Learner Led Conferences-schedule and notification to parents

Coordinates Open Campus Contract Program for learners

- Registers interested learners for Open Campus Contract
- Monitors learner’s academic progress
- Oversees distance learning projects

