

ROP/VOCATIONAL COUNSELOR**Definition:**

Under the supervision of the Assistant Superintendent, Secondary Instruction, the vocational Counselor will work with school administrators, counselors, and teachers in developing and implementing counseling and guidance programs which will prepare ROP students to make realistic vocational decisions. He/she will have the primary responsibility for recruiting and enrolling students in Regional Occupational Programs (ROP) and for providing counseling and guidance related to their vocational choice and/or training. The Vocational Counselor will serve as the immediate liaison between the ROP and high schools to which he/she provides services.

Qualifications:**Credential**

General Pupil Personnel Services and Secondary with emphasis on vocational preparation. Also required to possess a valid California drivers' license.

Experience

Two (2) years of business or industrial experience and two (2) years of teaching and/or counseling experience, or academically trained as a vocational counselor with two (2) or more years experience at the secondary, junior college, or vocational technical school.

Typical Duties and Responsibilities:

- ❖ Assists by serving as a resource person in the development and implementation of a comprehensive vocational guidance and counseling program in each assigned school.
- ❖ Informs staff members, parents, and students of opportunities available through the ROP.
- ❖ Insures that students in grades 9, 10, and 11 are given the Student Needs Survey (developed by the Sacramento County Office of Education).
- ❖ Serves as a resource person to school counselors in planning appropriate vocational guidance activities.
- ❖ Provides school administrators and counselors with up-to-date information on all ROP programs, including locations, instructor names, and phone numbers.
- ❖ Provides school administrators with attendance and grade reports on all ROP programs, including locations, instructor names, and phone numbers.
- ❖ Provides school administrators with attendance and grade reports on all students enrolled in ROP and provides guidance to ROP students with attendance and/or academic problems. He/she shall also be responsible for making the Mark Data Sheet each grading period.
- ❖ Assists in the coordination of transportation of ROP students.
- ❖ Attends meetings and makes reports as required by the school principal and/or the Assistant Superintendent, Secondary Instruction. Maintains currency in the areas of local job market trends, sources of job market information and their uses, job placement services available to students, vocational training programs offered by public and private institutions, and assessment instruments and practices in the areas of occupational interests, aptitudes, and values.
- ❖ Works cooperatively with Work Experience Coordinators and ROP placement personnel and makes referrals of ROP students for help in job placement.
- ❖ Maintains close contact and communications with ROP instructors to determine student needs and progress.

ROP/VOCATIONAL COUNSELOR (continued)

- ❖ Maintains close contact with each student enrolled in ROP to determine his/her needs and progress.
- ❖ Follows up on all student referrals relating to attendance and progress in ROP made by ROP instructors or school personnel and makes an immediate report of steps taken and results obtained to person(s) who made the referral.
- ❖ Assists in publicizing ROP and in developing new or expanding ROP programs.
- ❖ Maintains records of counseling services provided to students and assists in the follow-up of these services to determine their effectiveness.
- ❖ Is knowledgeable about labor laws, Education and Administrative Code Regulations, and other laws regulating the employment of minors, and is able to apply and interpret these laws and regulations in the process of placing students and enrolling them in Work Experience Education and other occupational programs utilizing on-the-job training.
- ❖ Performs other related duties as assigned.

Board Approved: 8/6/1974; Revised 5/20/1975, 9/30/1976