

**CLASS SPECIFICATIONS FOR THE
ROP (REGIONAL OCCUPATIONAL PROGRAM) COUNSELOR**

DEFINITION

Under administrative direction of the Vocational Education Department, the ROP Counselor counsels students individually and in groups for the purpose of helping them to achieve personal expectations as it relates to their career and educational goals with the primary responsibility for recruiting and retaining students in career clusters and Regional Occupational Program (ROP) classes; serves in a liaison capacity between teachers, parents, students, and the Vocational Education Department; assists in the establishment and maintenance of good community/school relations; and perform other counselor-related activities as required.

QUALIFICATIONS

Credential: Possession of a valid teaching credential and a services credential with a specialization in pupil personnel services issued by the California Commission for Teacher Preparation and Licensing.

and

Education: A master's degree is required from an approved institution, preferably with a major in counseling, social work psychology, or related field, or a commitment to obtain such master's degree within a maximum of three years after appointment.

and

Experience: Preference given to those with certificated teaching experience in public or private schools.

DISTINGUISHING CHARACTERISTICS

The ROP Counselor is categorically funded by ROP funds and, therefore, must work with students in vocational programs where ROP classes are an integral component. The Counselor will be assigned time at the various district high schools throughout the week. The Counselor will also work directly with the Career Information Technicians at each high school site and with site teachers.

TYPICAL DUTIES AND RESPONSIBILITIES

- ___ 1. Provides counseling and guidance services to students currently enrolled, and to those to be enrolled in ROP courses.
- ___ 2. Assists students to plan realistic goals; helps them discover their aptitudes and abilities; may administer, evaluate and interpret results of tests; discuss goals and interests.
- ___ 3. Interviews students individually and/or in groups to recruit/pre-enroll students in ROP classes.
- ___ 4. Provides information on requirements for various occupations, and helps students select and plan programs leading to achievement of their occupational goals.
- ___ 5. Serves as a career information resource.
- ___ 6. Assists in organizing, administering and interpreting career assessment and career planning information/documents.
- ___ 7. Recruits students for ROP courses appropriate with their career goals.

ROP (REGIONAL OCCUPATIONAL PROGRAM) COUNSELOR

TYPICAL DUTIES AND RESPONSIBILITIES (Continued)

- ___ 8. Maintains ROP student records as directed.
- ___ 9. Assists students in overcoming barriers to success in ROP classes.
- ___ 10. Confers with parents of ROP students as needed.
- ___ 11. Assists ROP students with post-secondary plans.
- ___ 12. Prepares reports as requested.
- ___ 13. Makes home phone calls and/or visits regarding ROP students as directed and/or needed.
- ___ 14. Serves on vocational curriculum teams as requested.
- ___ 15. Assists ROP teachers by providing assessment or other pertinent data useful to them to help students achieve.
- ___ 16. Attends and participates in meetings and workshops as required and directed.
- ___ 17. Provides students' counselors with pertinent information regarding their progress in ROP as requested.

WORK SCHEDULE AND SALARY

A ROP (Regional Occupational Program) Counselor serves on days that high schools are in regular session, and is placed on the teachers' salary schedule. Additional days of service beyond the regular teachers' work year may be offered on a per session basis when funds are available.