

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Director, School Counseling

DEFINITION

Under general direction, plans, and leads the development and implementation of continuous improvement efforts for comprehensive school counseling programs; cultivates collaborative partnerships to support successful student transitions and expand equitable access to college, career, and workforce pathways; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, Technical, and support personnel as assigned.

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Leadership and Regional Support

- Leads and directs comprehensive American School Counselor Association (ASCA) and California Association of School Counselors (CASC) standards-aligned school counseling programs for SCOE schools that integrate students' social-emotional, academic, and post-secondary development;
- Collaborates with district and regional partners to identify professional-learning needs and develop aligned training and support opportunities that promote the continuous improvement of comprehensive school counseling programs.
- Facilitates regional networks and professional learning communities to support school counseling programs, promote best practices, and strengthen student intervention efforts;
- Plans and coordinates large regional events and initiatives that advance counseling programs and student support services;

Student Services Operations

- Develops and coordinates multi-tiered counseling programs to support SCOE student success;
- Collaborates with colleges and universities to coordinate supervision for school counseling interns and fieldwork students in SCOE schools;
- Provides strategic oversight to ensure SCOE programs effectively support student access to college-and-career readiness initiatives, including A-G completion, dual enrollment, CTE pathways, and equity-centered programs;
- Ensures SCOE programs comply with requirements related to student financial aid and college applications;
- Implements and supports equity-focused initiatives that expand post-secondary and workforce access for SCOE Students;
- Serves as the UC/CSU course manager and oversees the development of the SCOE course catalog and alignment with the student information system;
- Provides employee training, conducts audits, and ensures transcript evaluation practices are applied consistently across transfer, foreign, out-of-state, and dual enrollment transcripts;
- Establishes principal and counselor guidelines to ensure proper course implementation, accurate student placement, and appropriate credit tracking for SCOE students;
- Leads and supports intake and enrollment processes for students entering SCOE community schools through district referrals, ensuring alignment with applicable requirements;
- Identifies professional learning needs and provides coaching, training, and technical assistance to SCOE student services team members to enhance the continuous improvement of a comprehensive school counseling program;
- Oversees foster and homeless student support programs to ensure legal and ethical compliance, and directs cross-functional collaboration among student support services teams to ensure continuity of care and coordinated systems that support successful post-secondary and workforce transitions for students;
- Analyzes student data, including grades, attendance, behavior, and post-program outcomes, to guide

- SCOE program improvement;
- Ensures compliance with applicable laws, regulations, and district policies, including graduation requirements and work permit processing for SCOE programs and students;
- Selects, trains, supervises, and evaluates the work of assigned staff.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Possession of a valid California Administrative Services Credential and a valid Pupil Personnel Services Credential in School Counseling;
- Experience as a school counselor supporting students' academic, social-emotional, and postsecondary success through equitable and culturally responsive practices for diverse student communities;
- Demonstrated experience leading and evaluating school counseling programs, including supervising personnel, implementing initiatives, and supporting continuous program improvement;
- Progressive administrative experience in an educational setting, including facilitating professional learning and collaborating across schools or districts preferred.

Knowledge of

- ASCA and CSCA standards, competencies, and professional expectations;
- Counseling techniques that support decision-making, problem-solving, and coping skills for adolescents and adults;
- Adolescent developmental processes and their implications for learning and behavior;
- State laws, regulations, and policies related to high school graduation and equivalency;
- Local, state, and federal resources, requirements, and supports related to assigned duties;
- Research-based academic, socio-emotional learning, and instructional strategies, including theories, methods, and assessment practices;
- Strategies to advance educational equity and increase access for all students;
- Behavioral and educational mental health needs of students;
- Available educational and community resources and referral processes;
- Effective methods of staff development and professional learning;
- Principles and practices of adult learning theory;
- Best practices in teaching, learning, and assessment;
- Diverse needs of students, families, and adult learners;
- Group dynamics and facilitation techniques;
- Effective communication and collaboration strategies;
- Principles of project management, including day-to-day operations, long-term planning, program design, needs assessment, research methods, and program evaluation;
- Effective supervision practices, including personnel selection, training, observation, assessment, and evaluation;
- Principles and best practices for educational data collection, analysis, and data-driven decision making;
- Standard office equipment, software applications, and videoconferencing platforms.

Skills and Ability to

- Provide clear direction and positive, effective leadership;
- Engage staff and educational partners in collaboration, teamwork, creative problem-solving, conflict resolution, and group planning;
- Lead data collection, analysis, and interpretation to drive continuous program improvement, strengthen instructional practices, and enhance student outcomes.
- Develop measurable goals and objectives, set priorities, and monitor progress;
- Evaluate the effectiveness of school, district, and regionwide school counseling programs;
- Organize, prioritize, and manage multiple tasks effectively;
- Exercise sound judgment and apply effective strategies in working with a variety of individuals and groups;
- Model strong interpersonal skills using tact, patience, courtesy, and culturally appropriate supports;
- Establish and maintain cooperative and effective working relationships with individuals and groups from various cultural and socioeconomic backgrounds;

- Communicate effectively in oral and written form with individuals and groups from diverse backgrounds;
- Lead the planning, development and delivery of technical assistance and professional learning;
- Transmit knowledge and skills effectively to educators, staff, and community partners;
- Interpret, apply and clearly explain rules, regulations, policies, and procedures;
- Analyze situations accurately and adopt an effective course of action;
- Meet established schedules and timelines;
- Select, train, supervise, and evaluate staff;
- Integrate technology effectively to enhance work performance;
- Operate office equipment and use standard software applications, including video-conferencing platforms.

Other Characteristics

Willingness to travel as needed to conduct work assignments and to drive or arrange for alternative transportation for such travel. Driving will require compliance with all legal requirements, including a driver's license and insurance as appropriate.

5/2026