



WEST SONOMA COUNTY HIGH SCHOOL DISTRICT

CERTIFICATED VACANCY ANNOUNCEMENT ANALY HIGH SCHOOL .60 FTE GUIDANCE COUNSELOR *2017-2018 Spring Semester*

Mia Del Prete
Director of Human
Resources

462 Johnson Street
Sebastopol, CA 95472
(707) 824-6403
(707) 824-6499 Fax
www.wscuhsd.k12.ca.us

Job Line
(707) 824-6409

Hours
7:30 a.m. - 4:00 p.m.
Monday - Friday

WSCUHS is an Equal Opportunity Employer. WSCUHS's policy prohibits discrimination and/or harassment of students, employees and job applicants at any district site or activity on the basis of actual or perceived race, color, national origin, ancestry, ethnic group identification, medical condition, genetic condition, genetic information, disability, gender, gender identity, gender expression, sex, sexual orientation, age, political affiliation, organizational affiliation, veteran status, marital status, or parental status.

Posted: 11/29/2017

Application Deadline:

Open Until Filled

Start Date:

January 8, 2018

Salary

Placement on Certificated Salary Schedule
Successful certificated candidates are hired at temporary status
Excellent medical, dental and vision benefits for employee and family

Employment Standards

Required:

- ❖ Valid California Pupil Personnel Services Credential

Knowledge of:

- ❖ High school graduation requirements and options available to students
- ❖ Student mediation
- ❖ Intervention and support programs, particularly AVID
- ❖ Experience working with "at risk" students and their parents
- ❖ Ability to develop individualized plans for high school success
- ❖ Ability to effectively improve student achievement

Preferred:

- ❖ Experience as a high school counselor
- ❖ Demonstrated ability to gain confidence of students
- ❖ Successful experience working with parents

Application Requirements

- ❖ EdJoin Application
- ❖ Cover letter focusing on the required qualifications
- ❖ Recent Resume
- ❖ Three (3) current letters of recommendation
- ❖ Copy of Credential
- ❖ Copy of transcripts

Submit application packet to:

EdJoin Website
www.edjoin.org

Application Requirements: Official application forms and related materials must be correctly completed, returned to and received in the Human Resources Office no later than the deadline date and time listed on this announcement. Postmarks will not be accepted. We reserve the right to reopen, re-advertise, or delay filling the position.

Other Requirements:

Fingerprinting: In accordance with AB 1610 & 1612, Chapter 452 & 840, all employees must complete fingerprint background clearance through the California State Department of Justice prior to beginning work.

TB Test: Prior to being employed and beginning work for this District, you will be required to file evidence of having had a tuberculosis examination (Intra-dermal skin test) with a negative result. Medically verified positive skin test results require a chest x-ray.

Authorization to Work: As required by the Immigration Reform and Control Act of 1986, ALL persons who are offered employment must provide the District with documents that establishes their identity and employment eligibility.

Post Offer/Pre-Employment Assessment: Employment in positions of Maintenance Specialist, Custodian, Food Service, Behavior Assistants and specific Special Education Teachers is contingent upon completing and passing an assessment to determine that physical duties of the position can be performed.

Application Process: Following the closing date and time, your application will be forwarded to a screening committee. If the position is Open Until Filled applications will be forwarded on a weekly basis. At such time all applications will be reviewed and a decision will be made to interview from the pool, re-advertise, reopen, or delay the screening process until a suitable number of qualified applications have been received. Approximately 10 to 14 days later, you will be notified by mail, or by phone, whether or not you have been chosen for an interview. Candidates selected for an interview will be required to appear for an oral interview before an Interview Committee. Final candidates should be aware that more than one interview might be necessary.

NOTE: All documents included in your application packet become the property of the District. Your packet for this opening will not be considered for other opening.

New Documents Must Be submitted For Each Opening