

PROPOSED

CURRENT

DUTY STATEMENT

Note: Shaded area is for Personnel Office use only.

	PERSONNEL REQUEST NO.	EFFECTIVE DATE
DIVISION State Special Schools	POSITION NUMBER (Agency – Unit – Class – Serial) 184-630-9713-001	
UNIT California School for the Blind	POSITION CONTROL NO.	
INCUMBENT	CLASS TITLE Counselor (Apartment Living Program – full time)	

Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.


Working under the direction of the Transition Teacher Specialist who oversees the Apartment Living Program (ALP) and under the supervision of the Principal of Career and Vocational Programs, the ALP Counselor supervises students in the program after school (afternoons and evenings) assisting in the development of independent living skills, including planning for meals, grocery shopping, cooking, cleaning, and doing laundry. This Counselor also works with students on developing skills for recreation/leisure, communication, and social skills.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
65%	Coordinates students' programs by taking responsibility for ensuring that pre-planning for community trips and activities is adequate, staffing requirements are satisfactory, and appropriate problem-solving is done to meet trip/activity objectives and to ensure students' safety and well-being. Assists students in planning, organizing, and conducting recreation/leisure activities in either a structured or unstructured environment. Provides direct care to students in a structured learning environment that emphasizes these components: clear expectations for students, positive reinforcement of appropriate and desirable behaviors, and clearly defined training objectives for each student. Also provides direct care by supervising groups of students and escorting students on/off campus.
20%	Transports students home (to/from CSB)
5%	Completes all written reports such as log entries, staff and student accident/incident reports, etc. within established timelines.
5%	Participates in staff development and trainings.
5%	Performs other duties as assigned.

To be reviewed and signed by the supervisor and employee:


Supervisor's statement:

- I have discussed the duties and responsibilities of the position with the employee
- I have signed and received a copy of the duty statement.

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE 	DATE
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Employee's statement:

- *I have discussed the duties and responsibilities of the position with my supervisor*
- *I have signed and received a copy of the duty statement*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE 	DATE
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Distribution: Original: Official Personnel File Copy: Supervisor Copy: Employee Copy: Program File