

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### COORDINATOR, School Counseling and Education Pathways Services

#### QUALIFICATIONS

- Master's Degree or higher with certification in Educational Leadership, Administration & Supervision, Guidance & Counseling, or equivalent field.
- Minimum of three (3) years of successful school counseling, teaching, or equivalent experience in education, and at least one (1) year of successful administration/supervision experience preferred.
- Prior successful experience in at least one (1) of the following areas: leading curriculum development teams; designing effective, multi-part professional development for adult learners; providing or supervising school counseling services.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of public education, human development, and career education.
- Knowledge of best practices in K-12 approaches to school counseling, social-emotional learning, and college/career/citizenship planning activities.
- Knowledge of regional and local workforce trends/needs.
- Knowledge of the District's mission, vision, Strategic Plan, and ePathways.
- Knowledge of School Board policies, especially the SCPS Student Progression Plan.
- Knowledge of computer applications and technological equipment as related to specific job functions.
- Skill in problem solving, human interaction, and conflict management.
- Skill in project management, budget management, and time prioritization.
- Skill in facilitation and influence of multi-disciplinary, multi-level teams.
- Skill in developing and providing professional development to adult learners.
- Ability to communicate effectively with internal and external stakeholders in a variety of mediums.
- Ability to work with personnel in multiple departments/schools, especially school counselors and classroom teachers.
- Ability to provide career planning and mentoring services to students in grades K-12.
- Ability to manage large data sets, analyze complex data, communicate findings, and provide meaningful recommendations.

#### SUPERVISION

**REPORTS TO** Executive Director, Education Pathways & Strategic Partnerships  
**SUPERVISES** Assigned Instructional and Clerical Personnel

#### POSITION GOAL

***To improve Key Performance Indicator data in the SCPS Strategic Plan related to Innovation for College, Career, & Citizenship Readiness (System Initiative C) and Conditions for Learning (System Initiative D) by developing, implementing, and monitoring a comprehensive, research-based K-12 school counseling services plan that includes components related to effective student articulation and transition, college/career/citizenship pathways planning, and social-emotional learning.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Establish, implement, maintain, evaluate, and continuously improve a Districtwide Professional Learning Network for all school counselors that includes multiple methods for efficient communication and effective professional development.
2. \*Establish, implement, maintain, evaluate, and continuously improve a comprehensive system for supporting new school counselors, with an emphasis on the SCPS Conditions for Learning model, ePathways Skills for Future Ready Graduates model, and college/career planning.
3. \*Strengthen school processes and District supports necessary to achieve effective vertical articulation and transition services from elementary to middle, from middle to high, and from high to post-secondary.
4. \*Oversee the development and implementation of a K-12 plan to create a system of career experiences that ensures each student has the opportunity to identify a personally relevant and exciting post-graduation college and career pathway.
5. \*Oversee the development and implementation of a K-12 plan for a formalized approach to student social-emotional learning.
6. \*Oversee the implementation of the *ePathways Skills for Future Ready Graduates* model, including creation of grade-based competency statements, exemplar experiences/lessons, and guidelines for culminating experiences.

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7. \*Coordinate the implementation and program evaluation of Naviance and/or similar college and career planning tools at participating schools.
8. \*Conduct continuous review of college and career readiness resources, disseminate effective resources in these areas to all stakeholders, and organize professional development opportunities when appropriate.
9. \*Enhance the District's existing Multi-Tiered System of Supports by strengthening school counselor knowledge of interventions and data analysis related to student interventions and supporting schools on metrics related to Conditions for Learning, including student attendance and behavior.
10. \*Analyze a variety of performance data metrics related to college/career readiness, including post-secondary matriculation and degree attainment, and Conditions for Learning, and develop improvement plans for any identified areas for growth.
11. \*Collaborate with the Director of Student Assignment & Program Access, ePathways Facilitators, and other stakeholders to design professional development experiences that ensure all school counselors have the knowledge necessary to effectively educate students and families on choice options, career programs, and pathways to post-secondary education and careers.
12. \*Collaborate with the Executive Director of Exceptional Student Support Services and designee(s) to design professional development experiences that ensure all school counselors have the knowledge necessary to provide social-emotional learning experiences in support of student well-being and mental health.
13. \*Collaborate with other District and school staff to develop marketing and informational materials for internal and external stakeholders that explain the college and career pathways available to all students within SCPS.
14. \*Lead and/or serve as a member of various District committees, work groups, and project teams as identified by the Executive Director of Education Pathways & Strategic Partnerships.
15. \*Prioritize support for targeted schools and/or regions as identified in the school District's ESSA Title IV grant or as designated by Executive Director of Education Pathways & Strategic Partnerships.
16. Perform other duties as assigned by the Executive Director of Education Pathways & Strategic Partnerships.

*\*Denotes essential job function/ADA*

### EQUIPMENT / MATERIALS

Standard Office Equipment

### PHYSICAL REQUIREMENTS

#### Sedentary Work

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### PHYSICAL ACTIVITIES

#### Sitting

Resting with the body supported by the buttocks or thighs.

#### Standing

Assuming an upright position on the feet particularly for sustained periods of time.

#### Walking

Moving about on foot to accomplish tasks, particularly for long distances.

#### Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

#### Hearing Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.

#### Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

### WORKING CONDITIONS

#### Indoors

The worker is subject to inside environmental conditions. There is a protection from weather conditions but not necessarily from temperature changes.

### TERMS OF EMPLOYMENT

#### PAY GRADE

AO-07-E **\$71,237 - \$109,172**

District Salary Schedule

Months	12
Annual Days	258
Weekly Hours	37.5
Annual Hours	1935

#### POSITION CODES

PeopleSoft Position	TBD
Personnel Category	05
EEO-5 Line	03
Function	6100
Job Code	1358
Survey Code	61208

#### FLSA

Applicable  
 Not applicable

Previous Board Approval

#### BOARD APPROVED

November 7, 2017

ADA Information Provided by Jason Wysong  
Position Description Prepared by Jason Wysong