

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

LEAD COUNSELOR, DISTRICT and PARENT INFORMATION SYSTEMS

QUALIFICATIONS

- Master's Degree with Florida Certification in Guidance and Counseling.
- Three (3) years experience in school guidance.
- Knowledge of technology applications as related to job functions.
- Possess a current Florida Driver's License and/or have access to transportation.

REPORTS TO Director of Exceptional Student Support Services And/Or Designee

SUPERVISES No supervisory duties

POSITION GOAL

To provide leadership in an on-going effort to improve guidance and parent information activities district-wide.

PERFORMANCE RESPONSIBILITIES

1. * Coordinate district guidance program including regularly scheduled meetings with guidance staff.
2. * Coordinate staff development activities related to departmental needs.
3. * Assist school staff in orientation activities regarding the developmental guidance plan.
4. * Coordinate the pre-graduate survey.
5. * Provide follow-up on exit interview reporting.
6. * Serve as a consultant to school(s) at the request of the principal(s) and as approved by the Director of ESSS and/or Designee.
7. * Provide assistance to principals in the recruitment of counselors.
8. * Establish liaison with community groups and agencies to assist parents.
9. * Participate in the development of parent information systems.
10. * Implement strategic plan, when appropriate.
11. * Participate in due process/mediation activities as directed by the Director of ESSS and/or Designee.
12. * Participate in research activities as directed by the Director of ESSS and/or Designee.
13. * Coordinate the Grief and Loss Counseling Program.
14. * Serve on various committees of departmental interest including Support Services Team, as requested by the Director of ESSS and/or Designee.
15. * Participate in professional growth activities and staff development activities as directed by Director and/or Designee.
16. Perform other duties as assigned by Director of Exceptional Student Support Services and/or Designee.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
T \$42,075 - \$73,750
M-10 D-196 H-1372.0

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **12**
EEO-5 Line **43**

Function **6120**
Survey Code **51090**
Job Code **1121**

ADA CODES

2 **Light Work**
3 **A-C/F/H/L/O-P/T-V**
4 **Indoors**

BOARD APPROVED

January 10, 1995