

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

GUIDANCE COUNSELOR, School

QUALIFICATIONS

- Master's Degree with Florida Department of Education Certification in Guidance and Counseling.
- Three (3) years of satisfactory teaching experience preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of district policies and state and national legislation as related to School Counseling Program.
- Knowledge of technological and computer applications as related to Guidance/Counseling functions.
- Bilingual ability may be required per advertised vacancy specifications.

SUPERVISION

REPORTS TO Principal
SUPERVISES No supervisory duties

POSITION GOAL

To assist school personnel, parents, and students with relevant educational and personal/social goals and develop and implement effective programs for all students while functioning as a member of a school's multi-disciplinary team.

PERFORMANCE RESPONSIBILITIES

1. * Develop and provide an effective comprehensive guidance and counseling program to serve the needs of all students.
2. * Provide orientation programs to acquaint students with new situations and facilitate their school adjustment process.
3. * Provide guidance activities within the classroom.
4. * Assist administration with coordination of articulation and follow-up procedures for students moving from school to school and from programs within the school.
5. * Act as a school-based source for parents and school staff for information regarding community, agencies, activities, and organizations, etc.
6. * Assist with administration and interpretation of group administered achievement tests when appropriate.
7. * Provide student career/vocational options through individual and classroom presentations and community involvement.
8. * Assist students with immediate and long-range educational planning and course selection (secondary).
9. * Facilitate appropriate educational placement for student with special needs by coordinating referral procedures and serving as case manager for exceptional education.
10. * Assist with facilitating student study team referral procedures by conducting screenings and observations in a timely manner.
11. * Collaborate with school personnel and parents on educationally related issues, when needed.
12. * Assist with school-based attendance and truancy interventions.
13. * Participate as a member of a multi-disciplinary team.
14. * Maintain confidentiality and accuracy of records and related information and assist with management of student records.
15. * Participate in professional growth activities as directed by the school Principal.
16. * Adhere to all applicable laws and District procedures and policies.
17. Perform other duties as assigned by the Principal.

*Denotes essential job function/ADA

GUIDANCE COUNSELOR, School, Page 2

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

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.

Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

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 protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

T \$45,580 - \$70,955

District Salary Schedule
Months 10
Annual Days 196
Weekly Hours 35.0
Annual Hours 1372

POSITION CODES

PeopleSoft Position TBD
Personnel Category 10
EEO-5 Line 34/35/36
Function 6120
Job Code
1107/Elem
1115/Middle
1119/High
Survey Code
61231/Elem
61232/ Middle
61233/High

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

December 14, 2010
May 12, 1998

ADA Information Provided by EMC Services
Position Description Prepared by Superintendent