



Sarasota Military Academy

JOB DESCRIPTION CERTIFIED SCHOOL COUNSELOR

SALARY SCHEDULE:

Commensurate with the Sarasota Military Academy Salary Schedule.

QUALIFICATIONS:

1. Master's Degree from an accredited educational institution.
2. Certified in Guidance and Counseling by the State of Florida.
3. Prefer prior experience as a teacher or counselor.

KNOWLEDGE, SKILLS AND ABILITIES:

Proficient in educational testing and measurement practices. Must possess exceptional oral and written communication skills. Ability to analyze data and form conclusions is very important skill. Knowledge of career counseling, community resources, counseling techniques and referral process. Must be computer literate.

REPORTS TO:

Head of School

JOB GOAL:

Provides a comprehensive school-counseling program that assists all students in acquiring the skills and knowledge to maximize highest student achievement in a safe learning environment. Responsibilities may vary depending upon the specific work setting and counselor to student ratio and should correspond to the needs and priorities established in the school counseling program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Provide orientation to new students.
2. Assist students in class selection, scheduling, based on career interests and post-secondary plans.
3. Help students through testing to determine need for services.
4. Assist students with special needs according to LRE, IEP and 504 guidelines.
5. Use crisis intervention techniques as needed.
6. Serve as a member of the School Wide Support Team.
7. Provide individual, and group counseling to students with academic, career and personal/social concerns.
8. Assist with students who have attendance issues.



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9. Identify students at risk of dropping out of school.
10. Recognize and appreciate the cultural differences and special needs of students and families.
11. Assist teachers with intervention and recommendations.
12. Establish short and long term goals based on student, Academy and state curriculum requirements.
13. Plan and prepare lessons and strategies which are meaningful to encourage student engagement and support the School Improvement Plan and Academy mission.
14. Consult with a variety of school based teams to facilitate appropriate placement decisions to enhance student achievement which includes exceptional student staffing's 504 determination meetings and Child Study Team meetings.
15. Participate in the development and implementation of IEP's, EM's and 504 Plans for exceptional education students.
16. Follow all Academy policies, rules, and regulations.
17. Demonstrate support for the Academy goals and priorities by actively participating in school activities, services and programs.
18. Recognize signs of student distress or abuse and take appropriate action based on school procedures and state laws.
19. Maintain a positive, organized and safe learning environment.
20. Model and maintain high ethical standards.
21. Maintain confidentiality regarding school matters.
22. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the Academy's approved compensation plan. Length of the work year and hours of employment shall be those established by the Academy.

EVALUATION:

The Head of School or Designee shall evaluate the Counselor in accordance with provisions of the Academy's policy on evaluation of personnel.