

SCHOOL DISTRICT OF WAKULLA COUNTY

ASSOCIATE DEAN OF STUDENT SERVICES

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree or higher from an accredited educational institution.
- (2) Active Educator's Certificate issued by the State of Florida.
- (3) Satisfactory criminal background check and pre-employment drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child development and especially of characteristics of children in the age group assigned. Knowledge of current educational research, especially in the field of guidance and counseling. Basic understanding and knowledge of current technology in the field. Knowledge of various learning styles and skill in using varied methods to counsel students with different learning styles. Knowledge and skill in crisis prevention, intervention and arbitration techniques. Knowledge of and skill in career counseling. Knowledge of student referral procedures for special assistance. Knowledge of graduation requirements, college admission requirements, scholarship opportunities for students, and requirements for Bright Futures Scholarship Program. Skill in oral and written communication with students, parents, and others. Ability to plan and implement activities for maximum effectiveness. Ability to assess levels of student ability and achievement effectively, administer a variety of standardized tests, analyze and explain test results and prescribe actions for improvement. Ability to work effectively with students, peers, administrators, community agencies, parents and others. Ability to work cooperatively with school personnel, community and other departments and agencies. Ability to interpret and use data in developing plans, programs and proposals. Ability to organize and conduct meetings, to provide conflict resolution, to communicate, plan and disseminate precise information and interpret technical issues related to assigned programs.

REPORTS TO:

Principal

JOB GOAL

To provide guidance and counseling services to students, parents, and teachers so that students are able to reach their greatest physical, emotional, psychological and behavioral potential. To provide leadership, coordination and support of student service programs that will enhance opportunities for student growth and improved student performance; including career path development; scheduling; referral to support services; development of graduation path; credit checks; liaisons with post-secondary institutions; oversight of multi-system of supports; data correction relating to attendance and academic performance; and assessment coordination.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

- * (1) Develop guidance programs based on developmental needs of students, needs assessments, and school and district priorities.
- * (2) Establish short- and long-range plans based on student needs, as well as school, District, and state priorities.
- * (3) Prioritize and establish an implementation schedule for counseling and student service programs.
- * (4) Review, evaluate, and select a variety of materials to support a well-balanced counseling program.
- * (5) Coordinate the planning, implementation and evaluation of school ESE, RtI, 504 and staffing meetings.
- * (6) Coordinate school programs for English for Speakers of Other Languages (ESOL) program.
- * (7) Promote procedures for referral, identification, placement or transfer of exceptional students.
- * (8) Serve as a liaison with district ESE and student services programs.
- * (9) Facilitate test administration at school/site.

Classroom Management

- * (10) Establish a positive and supportive environment for an effective counseling program.
- * (11) Arrange the physical environment to facilitate counseling and consultation.
- * (12) Display materials and information usefully and attractively.
- * (13) Follow established procedures for appropriate intervention in accordance with school, District, and state laws, rules, and policies.
- * (14) Ensure security of student records and testing materials.
- * (15) Manage time effectively.
- * (16) Use technology resources effectively to access and manage records and data.
- * (17) Contribute to the effective operation of the school including participation in school-wide events, committees, and supervisory responsibilities to assure student safety.

Assessment/Evaluation

- * (18) Demonstrate knowledge of theories, techniques, and instruments used for assessment.
- * (19) Administer tests and interpret and communicate results.
- * (20) Assist administrators, teachers, students, and parents in understanding various test data.
- * (21) Explain nature and purpose of assessment in an understandable manner, including its uses and limitations, and provide feedback to appropriate individuals.
- * (22) Exercise confidentiality in the sharing of test results.
- * (23) Use relevant assessment data to make recommendations to students, parents, teachers, and other professionals.
- * (24) Evaluate counseling program objectives, including using feedback from students, parents, and staff.
- * (25) Assist faculty in the analysis, interpretation and use of assessment results.

Direct Instruction

- * (26) Demonstrate respect for diverse perspectives, ideas, and options.

- *(27) Accept and value students from diverse cultures and treat all students equitably.
- *(28) Assist students in setting goals and assuming responsibility.
- *(29) Implement, coordinate, and monitor school wide counseling services and activities.
- *(30) Demonstrate knowledge and understanding of guidance and counseling principles, programs, and services.
- *(31) Provide personal/social growth counseling (individual and group) concerning academic success, understanding of self and others, communication skills, decision making, relationship skills, conflict resolution, goal setting, and effective coping skills necessary to refuse participation in substance abuse and physical violence.
- *(32) Recognize, appreciate, and serve the cultural differences and special needs of individuals and families.
- *(33) Assist students in dealing with family, interpersonal, and educational issues.
- *(34) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.
- *(35) Provide crisis intervention services, including follow-up services as appropriate.
- *(36) Develop transitional services by orienting new students and their parents and assisting students moving from grade to grade or school to school.
- *(37) Provide interventions for at-risk students and those with special learning and behavioral needs.
- *(38) Provide students with programs for career awareness and development of work/study skills.
- *(39) Develop with each student (at the secondary level) a comprehensive educational/career plan which targets high school completion, exploration and requirements of post-secondary opportunities, criteria for scholarships, and financial aid information.

Technology

- *(40) Use technology resources effectively.
- *(41) Use technology to establish an atmosphere of active learning.
- *(42) Provide students with opportunities to use technology to gather and share information.
- *(43) Facilitate student access to the use of electronic resources.
- *(44) Explore and evaluate new technologies and their educational impact.
- *(45) Use technology to review student assessment data.
- *(46) Use technology for administrative tasks.

Collaboration

- *(47) Participate in multidisciplinary conferences concerning individual cases of special need, including academic, social, cultural, emotional, and economic.
- *(48) Inform teachers and parents of special services available for students.
- *(49) Establish an effective working relationship with outside services and make appropriate referrals for psychological, social work, health, or community services.
- *(50) Communicate goals and services of the counseling programs to school administration, staff, students, and parents.
- *(51) Consult with students, parents, teachers and other school staff to assist in meeting needs of students.
- *(52) Work effectively with parents.
- *(53) Provide parents and teachers with suggested strategies to work effectively with their student.

- *(54) Serve as an advocate for students.
- *(55) Work with faculty, staff, and family regarding student attitude, attendance, progress, and performance.
- *(56) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

Professional Learning

- *(57) Provide information and/or inservice to teachers, administrators, and other school staff.
- *(58) Keep abreast of current trends in counseling and guidance.
- *(59) Engage in continuing improvement of professional knowledge and skills.
- *(60) Conduct a personal assessment periodically to determine professional development needs.
- *(61) Plan, conduct and assist with workshops relevant to assigned programs.
- *(62) Attend meetings, workshops and conferences, which promote professional growth and will benefit the school.

Professional Responsibilities

- *(63) Maintain professional and ethical standards as outlined by the American School Counselor Association and The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida.
- *(64) Keep abreast of student/school legal issues and follow established procedures.
- *(65) Perform assigned duties.
- *(66) Demonstrate attention to punctuality, attendance, records, and reports.
- *(67) Comply with policies, procedures, and programs.
- *(68) Exercise appropriate professional judgment.
- *(69) Support school improvement initiatives by active participation in school activities, services, and programs.
- (63) Perform other incidental tasks consistent with the goals and objectives of this position.

Student Growth and Achievement

- *(64) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.

*Essential Performance Responsibilities

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 District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.