

SALARY: 11-month Guidance Salary Schedule

LOCATION:

- NWFSC Niceville Campus 2 days a week
- Seacoast South Walton Campus

QUALIFICATIONS:

- Master's degree from an accredited educational institution
- Certified as a Guidance Counselor by the State of Florida

REPORTS TO: Principal

SUPERVISES: N/A

Duties and Responsibilities

- Review, evaluate, and select a variety of materials to support a well-balanced counseling program.
- Arrange the physical environment to facilitate counseling and consultation.
- Follow established procedures for appropriate intervention in accordance with school, district, and state laws, rules, and policies.
- Coordinate and administer state testing. Interpret and communicate results with staff and parents.
- Contribute to the effective operation of the school including participation in school-wide events, committees, and responsibilities.
- Coordinate between campuses for orientation and transition of students.
- Play an active role in new student orientation and other events designed to promote the college and other student success initiatives.
- Review and interpret academic records and degree plans for the purposes of course placement and academic advising.
- Maintain accurate records regarding interactions with students.
- Facilitate the college application process including FAFSA for every student.
- Attend Tuesday faculty meeting on main campus.
- Provide current and prospective students with sound, professional enrollment and academic advice following guidelines determined by administration and academic leadership.
- Maintain superior knowledge of all academic programs and business practices related to the admissions and enrollment processes.

- Engage with students and public via phone, web, and in-person methods under the parameters and guidelines set forth by administration.
- Assist in coordination of graduation and honors ceremony for seniors.
- Monitor students' progress in Bright Futures.
- Enter students into the NCAA eligibility clearinghouse website.
- Perform other duties as assigned.
- Participate in school data collection of input on principal's performance assessment program.
- 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.
- Work with faculty, staff, and family regarding student attitude, attendance, progress, and performance.
- Support school initiatives by active participation in school activities, services, and programs.
- Drive school van with 11th & 12th grade students to and from Niceville campus two days a week

How to Apply

Visit <http://www.seasideschools.net> to complete employment application and email with your resume to Tricia Peterson at employment@seasideschools.net

Job Type: Full-time

Education:

- Master's (Required)

License:

- Guidance Counselor (Required)
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