

SCHOOL DISTRICT OF BRADFORD COUNTY**JOB DESCRIPTION****GUIDANCE COUNSELOR (SECONDARY)****QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Certified as a Guidance Counselor by the State of Florida.

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 use of current technology in the field. Knowledge of varied 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, requirements for Florida Academic Scholars and Gold Seal Programs. Skill in oral and written communication with students, parents, and others. Ability to plan and implement activities for maximum effectiveness. Ability to effectively assess levels of student ability and achievement, 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.

REPORTS TO:

Principal

JOB GOAL

To provide guidance and counseling services to students, parents, and teachers so that students are able to graduate from high school and proceed to advanced study or the world of work and reach their greatest intellectual, physical, emotional, psychological and behavioral potential.

SUPERVISES:

Office Clerk as provided and assigned

PERFORMANCE RESPONSIBILITIES:

- * (1) Coordinate school-wide guidance program which includes classroom guidance, small group counseling, individual counseling and crisis counseling.
- * (2) Provide a safe, nurturing environment that stimulates academic, moral, and social growth.

GUIDANCE COUNSELOR (SECONDARY) (Continued)

- * (3) Coordinate the efforts of the school, special services and programs, and community resources in providing for the intellectual, psychological, physical and emotional needs of the students, particularly those with learning and / or behavior problems.
- * (4) Communicate clearly and effectively in both written and oral form with students, parents, and others.
- * (5) Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- * (6) Assist students in developing positive and realistic self-concepts and in adjusting effectively to the school environment.
- * (7) Maintain accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- * (8) Assist in enforcement of school rules, administrative regulation and Board policy.
- * (9) Implement a variety of counseling techniques to meet varying needs and learning styles of students.
- * (10) Assist students in learning to accept responsibility, demonstrate respect for people and property, and demonstrate self-discipline.
- * (11) Assist students in developing effective communication skills, social skills, and interpersonal relationship skills.
- * (12) Coordinate referrals to community agencies such as the Mental Health Clinic or Human Services.
- * (13) Assist parents, guardians and / or teachers in gaining knowledge, understanding and skills needed to respond to the needs of students.
- * (14) Provide leadership on the Child Study Team and assistance with the placement and plans for exceptional education students.
- * (15) Provide counseling to students on academic and career matters.
- * (16) Assist with registration, orientation, and scheduling of students.
- * (17) Track student's credits and course of study and provide guidance toward achievement of academic and career goals.
- * (18) Provide guidance for students to obtain financial assistance for college.
- * (19) Write letters of reference for students.
- * (20) Arrange for alternative educational processes when needed.
- * (21) Assist with the development of the Master Schedule.
- * (22) Organize, administer, and interpret standardized tests such as the SAT, ACT, HSCT and Writing Skills Test.
- * (23) Screen and refer students for psychological testing as needed.
- * (24) Conduct workshops as needed; plan, organize and disseminate information.
- (25) Perform other incidental tasks consistent with the goals and objectives of this position.

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.

GUIDANCE COUNSELOR (SECONDARY) (Continued)

EVALUATION:

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

*Essential Performance Responsibilities

Job Description Supplement Code 1