

SCHOOL DISTRICT OF BAKER COUNTY

GUIDANCE COUNSELOR

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master’s degree from an accredited educational institution.
- (2) Certified in Guidance and Counseling by the State of Florida.
- (3) Satisfactory criminal background check and 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 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 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.

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.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

- *(1) Develop counseling programs by taking into consideration developmental needs of students, needs assessments, and School Improvement Plan goals.
- *(2) Establish priorities and an implementation schedule for counseling and student service programs.

- * (3) Participate in multidisciplinary conferences concerning individual cases of special need, including academic, social, cultural, emotional, and economic.
- * (4) Select appropriate variety of materials for a well balanced counseling program.

Classroom Management

- * (5) Implement, coordinate, and monitor school-wide counseling services and activities.
- * (6) Maintain student records according to established guidelines.
- * (7) Contribute to the effective operation of the school including participation in school-wide events, committees, and supervisory responsibilities to assure student safety.
- * (8) Organize and create an environment for an effective counseling program.

Assessment/Evaluation

- * (9) Demonstrate knowledge of theories, techniques, and instruments used for assessment.
- * (10) Administer tests, interpret scores, and communicate results.
- * (11) Explain nature and purpose of assessment in an understandable manner, including its uses and limitations, and provide feedback to appropriate individuals.
- * (12) Exercise confidentiality in the sharing of test results.
- * (13) Assess attainment of counseling program objectives, including using feedback from students, parents, and staff.

Intervention/Direct Services

- * (14) Provide personal/social growth counseling including 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.
- * (15) Recognize, appreciate, and serve the cultural differences and special needs of individuals and families.
- * (16) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.
- * (17) Provide crisis intervention services, including follow-up services as appropriate.
- * (18) Develop transitional services by orienting new students and their parents and assisting students moving from grade to grade or school to school.
- * (19) Provide interventions for at-risk students and those with special learning and behavioral needs.
- * (20) Provide students with programs for career awareness and development of work/study skills.
- * (21) Develop with each student (at the secondary level) a comprehensive educational/career plan which targets high school completion, exploration and requirements of postsecondary opportunities, criteria for scholarships, and financial aid information.
- * (22) Monitor the implementation of Individual Education Plans (IEPs).

Technology

- * (23) Use technology resources effectively.
- * (24) Use technology to establish an atmosphere of active learning.
- * (25) Provide students with opportunities to use technology to gather and share information.
- * (26) Facilitate student access to the use of electronic resources.
- * (27) Explore and evaluate new technologies and their educational impact.
- * (28) Use technology to review student assessment data.
- * (29) Use technology for administrative tasks.

Collaboration

- *(30) Communicate goals and services of the counseling programs to school administration, staff, students, and parents.
- *(31) Consult with students, parents, teachers and other school staff to assist in meeting needs of students.
- *(32) Work effectively with parents.
- *(33) Participate in the Child Study Team to help meet needs of identified students.
- *(34) Serve as an advocate for students.
- *(35) Develop a communications link and rapport with outside services and make appropriate referrals for psychological, social work, health, or community services.

Staff Development

- *(36) Provide information and/or inservice to teachers, administrators, and other school staff.
- *(37) Keep abreast of current trends in counseling and guidance.
- *(38) Engage in continuing improvement of professional knowledge and skills in an ongoing and consistent manner.
- *(39) Periodically conduct a personal assessment to determine professional growth needs with reference to the specific instructional assignment and district programs.
- *(40) Manage within an organizational context a personal professional development program by setting specific goals and time tables.
- *(41) Participate in district sponsored staff development programs.
- *(42) Participate in school data collection of input on principal's performance assessment program.

Professional Responsibilities

- *(43) Maintain professional and ethical standards as outlined by the American School Counselor Association and the Code of Ethics and Principles of Conduct of the Education Profession in Florida.
- *(44) Keep updated on student/school legal issues and follow established procedures.
- *(45) Perform and fulfill professional responsibilities.
- *(46) Contribute to the overall school mission by supporting various school committees and services such as PTO, School Advisory committee, text book selection, curriculum development, student activities, and accreditation.
- *(47) Share experience and new learnings by mentoring new colleagues.
- (48) Perform other incidental tasks consistent with the goals and objectives of this position.

Student Growth and Achievement

- *(49) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.
- *(50) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

May be required to restrain a physically active individual as a temporary safety measure.

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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.