SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

[GUIDANCE] COUNSELOR
CERTIFIED SCHOOL

SALARY SCHEDULE: INSTRUCTIONAL

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:
  (1) Master's Degree from an accredited educational institution.
  (2) Certification in Guidance and Counseling.
  (3) Successful experience as a teacher or counselor preferred.

KNOWLEDGE, SKILLS AND ABILITIES:
  Proficient in educational testing and measurement practices. Possess oral and written communication skills. Ability to analyze data and form conclusions. Knowledge of career counseling and community resources. Knowledge of counseling techniques and referral process. Possess computer skills for data entry and retrieval.

REPORTS TO:
  Principal or Designee

JOB GOAL
To provide assistance to students, teachers and parents enabling the student to reach his / her fullest potential.

SUPERVISES:
  N/A

PERFORMANCE RESPONSIBILITIES:
  * (1) Provide assistance to students through testing and interpretation.
  * (2) Provide assistance to students in class selection and schedules.
  * (3) Provide personal counseling to students.
  * (4) Provide group counseling when need arises.
  * (5) Identify and counsel potential dropouts.
  * (6) Assist students who are experiencing attendance problems.
  * (7) Assist in accurate recording and proper maintenance of student records.
  * (8) Provide input into the development of master schedules in secondary schools.
  * (9) Participate in workshops for personal and professional growth.
  *(10) Assist in evaluating the guidance program.
  *(11) Provide orientation of new students to the school.
  *(12) Impart crises intervention skills when need arises.
  *(13) Assist students with special needs according to LRE, IEP and 504 guidelines.
  *(14) Assist teachers with intervention and recommendations.
  *(15) Facilitate the Academic Plus Program and other post-secondary programs at high school level.
  *(16) Serve as a Student Study Team member.
  *(17) Assist in selecting a variety of materials for counseling program.
  *(18) Exercise confidentiality in sharing test results and other student information.
  *(19) Recognize and appreciate the cultural differences and special needs of students and families.
  *(20) Recognize indicators of student distress or abuse and take appropriate steps.

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GUIDANCE COUNSELOR (Continued)

    *(21)   Serve as an advocate for students.
    *(22)   Maintain professional and ethical standards as outlined by Code of Ethics and American School Counselor Association.
    *(23)   Keep updated on student / school legal issues and procedures.
    *(24)   Demonstrate initiative in the performance of assigned responsibilities.
    *(25)   Provide for a safe and secure workplace.
    *(26)   Follow attendance, punctuality and proper dress rules.
    *(27)   Maintain positive relationships with staff and vendors.
    *(28)   Participate in workshops and training sessions as required.
    *(29)   Communicate effectively with staff and vendors.
    *(30)   Keep supervisor informed of potential problems or unusual events.
    *(31)   Respond to inquiries and concerns in a timely manner.
    *(32)   Prepare all required reports and maintain all appropriate records.
    *(33)   Follow all School Board policies, rules and regulations.
    *(34)   Exhibit interpersonal skills to work as an effective team member.
    *(35)   Demonstrate support for the School District and its goals and priorities.
    (36)   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.

EVALUATION:

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

Job Description Supplement No. 05

*Essential Performance Responsibilities