SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

COUNSELOR, SCHOOL

JOB DESCRIPTION

JOB CODE:	612310, 612320, 612330, 612332, 612350	**BARGAINING UNIT ELIGIBILITY:**	Yes
FLSA:	Exempt	**SALARY SCHEDULE:**	Instructional

QUALIFICATIONS:

(1) Master's degree from an approved accredited educational institution.
(2) Certified or qualified in accordance with Florida Statutes and State Board Rules.
(3) Meet Federal Highly Qualified Guidelines as applicable.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and understanding of child development and the unique needs and characteristics of students served. Knowledge and understanding of guidance and counseling principles, programs and services. Knowledge of tests and measurement theory. Awareness of community resources and services available for student assistance. Ability to counsel and assist students, parents and school personnel in the resolution of problems in student learning, behavior and mental health. Ability to administer and interpret student assessment and evaluation instruments. Ability to read, interpret and follow State Board rules, Code of Ethics, School Board policies and the appropriate state and federal statutes. Ability to analyze and use data. Ability to consult with parents, school personnel and the public. Ability to maintain sensitivity to multicultural issues. Ability to maintain confidentiality. Ability to communicate effectively verbally and in writing using correct grammar, spelling and business English. Ability to audit forms and reports for accuracy and completeness. Ability to design and deliver classroom guidance. Skill in conducting individual, small group and large group counseling.

REPORTS TO:

Principal or designee

JOB GOAL

To provide students with educational, personal and vocational counseling and to identify and coordinate all available resources to promote intellectual, emotional, physical, and psychological growth and maturation of students in accordance with district, state, and federal standards.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

*(1) Plan and develop guidance programs based on developmental needs of students, needs assessments, and school and district priorities.

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*(2) Establish short and long-range plans based on student needs as well as school, district and state priorities.
*(3) Communicate goals and services of the counseling programs to school administration, staff, students and parents.
*(4) Establish priorities and an implementation schedule for counseling and student service programs.
*(5) Review, evaluate and select a variety of materials to support a well-balanced counseling program.
*(6) Implement, coordinate and monitor school-wide counseling services and activities.
*(7) Establish an environment for an effective counseling program.
*(8) Establish and follow procedures for appropriate intervention in accordance with school, district, and state laws, rules and policies.
*(9) Maintain student records according to established guidelines.
*(10) Participate in school-wide events, committees and supervisory responsibilities to assure student safety.
*(11) Use technology resources effectively.
*(12) Demonstrate knowledge of theories, techniques and instruments used for assessments.
*(13) Administer tests, interpret scores, and communicate results in an effective manner.
*(14) Use relevant assessment data to make recommendations to students, parents, teachers and other professionals.
*(15) Evaluate counseling program objectives including using feedback from students, parents and staff.
*(16) 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.
*(17) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral or reporting action.
*(18) Provide crisis intervention services including follow-up services as appropriate.
*(19) Orient new students and their parents and assist students moving from grade to grade or school to school.
*(20) Provide intervention for at-risk students and those with special learning and behavioral needs.
*(21) Implement programs for career awareness and (at secondary level) comprehensive educational/career plans which target high school completion, post-secondary opportunities, scholarships and financial aid information.
*(22) Work with teachers in curriculum development, special activities and sharing ideas and resources.
*(23) Establish an effective working relationship with outside services and make appropriate referrals for psychological, social work, health, and community services.
*(24) Participate in multidisciplinary conferences concerning individual cases of special need, including academic, social, cultural, emotional, and economic.
*(25) Provide information to and/or in-service for teachers, administrators and other school staff.
*(26) Participate in meetings, training sessions and other activities for improvement of professional knowledge and skills.

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*(27) Prepare all required reports and maintain all appropriate records.
*(28) Identify student/school issues and facilitate and follow established procedures.
*(29) Use positive interpersonal skills to encourage cooperative efforts between staff, students, families and the community.
*(30) Review student records and indicators: portfolio assessment, professional team interaction and analysis reports, documented parent interaction, student discipline records and others as deemed appropriate by the district guidelines to evaluate student needs and plan program.
*(31) Monitor to ensure that student growth/achievement is continuous and appropriate for age group and subject program classification.
*(32) Communicate effectively, orally and in writing, with other professionals, students, parents and community.
*(33) Write or participate in the formation of student IEP or 504 Plans or any other learning plans based on individual student needs.
*(34) Collaborate with students, parents, school staff and other appropriate persons to assist in meeting student needs.
*(35) Engage in continuing improvement of professional knowledge and skills.
*(36) Keep abreast of current trends in counseling and guidance.
*(37) Develop and implement a Professional Development Plan annually in accordance with state and district requirements.
*(38) Demonstrate punctuality and regular attendance.
*(39) Assist in enforcement of school rules, administrative regulations and Board policy.
*(40) Comply with policies, procedures and programs.
*(41) Act in a professional and ethical manner and adhere at all times to the Code of Ethics and Principles of Professional Conduct.
*(42) Support school improvement initiatives by active participation in school activities, services and programs.
*(43) Manage materials and equipment effectively.
*(44) Instruct and supervise the work of volunteers and aides when assigned.
*(45) Supervise students at all times to ensure a safe and orderly environment.
*(46) Maintain a clean, attractive and organized learning environment.
*(47) Maintain confidentiality of student and other professional information.
*(48) Maintain accurate and complete records in accordance with District procedures.
(49) Perform other duties as assigned.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

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EVALUATION:

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

Job Description Addendum **No. 11**

Adopted: 7/20/10
Revised: 4/18/11
Revised: 2/18/20