SCHOOL COUNSELOR

JOB DESCRIPTION

DIVISION: Leadership and Planning	**GRADE:** Instructional
DEPARTMENT: Local School	**WORK DAYS:** 206
REPORTS TO: Principal or designee	**FLSA STATUS:** Exempt
ESSENTIAL PERSONNEL: No	

POSITION SUMMARY

To provide students with educational, personal, and vocational counseling and to identify and coordinate all available resources to empower students to reach full potential. To facilitate and engage in the problem solving process for student intervention.

MINIMUM REQUIREMENTS

- Master's degree from an accredited educational institution
- Previous classroom teaching experience preferred
- Experience in facilitating the problem solving process, monitoring student's response to instruction/intervention and assisting schools on how to set up a multi-tiered system of supports for academics and behavior
- Previous experience serving on a school's Problem Solving/Intervention team preferred

CERTIFICATION: Florida certification in Guidance and Counseling

WORK EXPERIENCE:

PREFERRED QUALIFICATIONS

- Ability to read, interpret, and follow State Board of Education rules, Code of Ethics, School Board policies, and appropriate state and federal statutes
- Knowledge and understanding of human 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
- Knowledge of community resources and services available for student assistance
- Knowledge of high school graduation requirements, state scholarship programs, financial aid, military, and career programs
- Knowledge of exceptional education procedures
- Knowledge of community and state services
- 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 student assessment and evaluation instruments
- Ability to analyze and use data
- Ability to verbally communicate and consult with parents, school personnel, and the public
- Ability to maintain sensitivity to multicultural issues
- Ability to use a computer

SUPERVISES

N/A

ESSENTIAL DUTIES

- Develop guidance program and services based on developmental needs of students, needs assessments, and school and district priorities
- Communicate effectively with parents/caregivers about the programs and services, and any changes which may impact their children
- Implement, coordinate, and monitor school-wide counseling services and activities
- Administer assessment, and aid in interpreting scores, and communicating results
- 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
- Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting action
- Facilitate the problem Solving/Intervention Team, as assigned by the principal, in accordance with school, district, and state laws, rules, and policies
- Assist the Multi-Tiered System of Supports (MTSS) to match appropriate interventions to the identified area of concern
- Provide crisis intervention services including follow-up services as appropriate
- Establish an effective working relationship with outside services and make appropriate referrals for psychological, social work, health, and community services
- 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
- Perform other duties as assigned

Professionalism:

- Demonstrates prompt and regular attendance
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Effectively communicates a team attitude

Working Conditions: Normal office and school environment and/or classroom environment.
Physical Demands: Routine physical activity associated with normal office and school environment.
Light Work: Involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently.
Vision: (Which may be corrected) to read small print; view a computer screen for prolonged periods.
Hearing: (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.
Speech: To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.
Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
Environmental Conditions: Encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
Minimum Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; judgment and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

Martin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act.

This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.