

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Executive Director of Student Services

GENERAL RESPONSIBILITIES

1. Coordinates the district's school counseling programs.
2. Coordinates the district's dropout contact.
3. Serves as the Equity Coordinator for the district.
4. Works with and through district administrators, principals, counselors.

SPECIFIC RESPONSIBILITIES

1. Assists with revisions to District Student Services manuals (Attendance Manual, Grade Reporting Manual, Guidelines for Registration and Enrollment of Students, Student Progression Plan).
2. Works with and provides support to the counselors and principals to implement the district School Counseling Program.
3. Provides district inservice for counselors.
4. Supervises School Counselor interns accepted by the District.
5. Conducts meetings with high school guidance directors.
6. Coordinates District College Night Program.
7. Coordinates scholarship programs for the district (Bright Futures, PRIDE, Outward Bound) and serves as district contact for scholarship information.
8. Coordinates the high school four-year plans and maintains the district database for electronic coding of plans by eighth grade and high school counselors.
9. Assists with custody and enrollment issues.
10. Monitors the district's graduation and dropout rates (Survey 5).
11. Prepares the annual Monitoring Work Plan for the Florida Department of Education – Office of Equal Educational Opportunity.

12. Monitors parent compliance with Home Education and Learnfare.
13. Monitors district compliance with the Educational Equity Act.
14. Performs other duties as assigned.