

JOB DESCRIPTION

TITLE SCHOOL CAREER COUNSELOR

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Master's degree in Guidance and Counseling or Counselor Education, that includes three (3) semester hours in a supervised counseling practicum in a secondary school, required. Computer skills required (e.g. ability to use email).
Language Skills	Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.
Certificate/License	Eligible for Florida Certificate in Guidance / Counseling
Reasoning Ability	Ability to define problems, collect data establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee

shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

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 School Principal

GENERAL RESPONSIBILITIES

1. Provides career guidance and counseling services for students, utilizing parents, staff and community resources in the areas of career development and community involvement.
2. Designs, implements and coordinates the delivery of the career development component of the comprehensive counseling and guidance program for school staff.
3. Consults with other school guidance staff in the development of appropriate career activities in order to create a smooth articulation from middle to high school.
4. Maintains professional growth via staff development activities both within and outside the district.

SPECIFIC RESPONSIBILITIES

1. Works cooperatively with the Supervisor of Career and Technical Programs to implement required activities as required by federal grant funding.
2. Provides career counseling services for students, and advisement to parents, teachers, staff and outside agencies. Counseling services may include, but are not restricted to, individual counseling, group counseling, and classroom presentations.
3. Works with the school guidance department on the implementation and maintenance of the four-year career plan to include the development of major and minor areas of interest.
4. Assists school staff in the development and maintenance of Career Academies by providing career information and attending advisory meetings as scheduled.
5. Consults with teachers, administrators, families, students and community organizations regarding career information, career activities, and career pathways for students.
6. Consults with school staff to develop appropriate career activities that culminate in the completion of four-year plans.

7. Coordinates the annual School Career Day through the Career Education Department and community agencies.
8. Coordinates career-related activities such as field trips, speakers, workshops, shadowing and internship experiences.
9. Maintains and updates the school career resource center.
10. Disseminates career and educational training information to students, parents, and staff.
11. Serves as a liaison between school and community by maintaining labor statistics.
12. Attends appropriate local, regional, state and national meetings that are relevant to career education.
13. Coordinates the administration of Florida Ready to Work Testing, assists in the administration of Industry Certification and Skill Attainment Testing.
14. Performs other duties as assigned by School Principal.