

JOB DESCRIPTION

TITLE SCHOOL 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 an elementary or secondary school is required.
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 and 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 regularly required to talk and hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk; use hands to finger, handle or feel; and reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. The employee shall be free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

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 Principal or designee

GENERAL RESPONSIBILITIES

1. Provides school counseling services for students, utilizing parents, staff and community resources in the areas of academic achievement, career development, personal/social development and community involvement.
2. Works with and through the team leader or department chair, where applicable, in the area of student services.
3. Maintains professional growth via staff development activities both within and outside the district. Provides for the implementation and delivery of the district adopted school counseling curriculum based upon Florida's School Counseling and Guidance Framework.
4. Serves as on-staff resource with expertise in student services.

SPECIFIC RESPONSIBILITIES

1. Provides 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, classroom presentations, and crisis intervention. Counseling services may include a review of psychological evaluations and standardized test scores.
2. Serves as a member of RtI/PS (Response to Intervention/Problem Solving) Team to support the referral process to include pre-referral screening and conferences, student progression, school level articulation and staffing for ESE. Assists with the coordination of student placement, agency referrals, student records, and student recognition programs.
3. Serves as a member of the school's ELL (English Language Learners) Committee.
4. Plans, implements, and delivers the district adopted school counseling curriculum, through the coordination of school-wide programs and grade specific classroom presentations, requiring articulation with the administration and classroom teachers.
5. Consults with teachers, teams, administrators, families and/or students regarding the progress of students.
6. Performs other duties as assigned by the Principal.