

School District of Santa Rosa County
Job Description
Guidance Counselor, Elementary

Reports to: School Principal
FLSA Status: Exempt
Department: School Based
Prepared by: Human Resources
Date: May 12, 2022
Job Code: 20031 (Pre-K – 6)

Primary Duties and Responsibilities (Essential Functions):

- Assist in the registration and placement of students
- Provide classroom guidance activities that address character education, multi-cultural awareness, and conflict resolution to all students
- Provide personal, social, behavioral, and/or academic counseling to identified individuals or small groups
- Oversee the provision of career development activities for students
- Administer initial screenings and coordinates the referral process for identification and placement of students with special needs
- Provide appropriate consultation with parents on all issues related to student success
- Provide appropriate consultation and staff development to school personnel as needed
- Consult and collaborate with teachers, staff, and parents in understanding and meeting the needs of students
- Track attendance and develop appropriate truancy intervention plans
- Assist with referrals to other service providers and outside agencies
- Facilitate Integrated Services Team meetings
- Develop 504 plans and health care plans as needed
- Maintain access to current information regarding community resources
- Organize community service projects
- Coordinate district and state-mandated assessments and assist in the interpretation of results to parents, students, and other school staff.
- Provide or assists with student orientation
- Evaluate the guidance program on a continuing basis
- Consult with school personnel on issues regarding student discipline
- Assist in the orientation of new faculty and staff members
- Assist with parent/teacher conferences as requested
- Oversee the proper maintenance of student records as required by applicable policies, regulations, and procedures
- Attend and participate in faculty meetings
- Accept responsibility for extra-curricular activities as assigned
- Attend professional meetings and staff development activities
- Maintain a valid Florida teacher's certificate
- Provide own method of transportation to various locations when required
- Perform other tasks and responsibilities as assigned by the principal

Supervision Received:

- Supervisor/s – School Administration

Supervision Exercised:

- Educational Support as assigned

Minimum Qualifications & Skills Required:

- Master's degree or higher from an accredited institution
- Currently hold or eligible for Florida certification in guidance and counseling

Preferred Qualifications & Skills:

- Subject area certification

Physical Demands:

- Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

- Approved compensation plan
- Instructional salary scale

Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and optional personal leave
- Generous paid holidays

Conclusion:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.
- There are marginal tasks employees are required to perform that incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.