

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

Reports to: School Principal

FLSA Status: Exempt

Department: School Based

Prepared by: Human Resources

Date: May 12, 2022

Evaluation Code: 20010 (6-12), 20015 (Drop Out Prev/Adult), 20041 (Virtual School)

Primary Duties and Responsibilities (Essential Functions):

- Is responsible for the registration of new students and scheduling of all students
- Assist students in the selection of classes and graduation option plans
- Provides small group developmental guidance activities to all students
- Provide personal/social, behavioral, and/or academic counseling to all students
- Provide assistance in the screening, referral, identification and placement of students with special needs
- Provide assistance to parents of all students
- Provide appropriate consultation and staff development to school personnel and/or parents/community as needed
- Provide information and counseling in the areas of career exploration and college selection, further education, college entrance exams, financial aid, scholarships, and employment opportunities
- Organize and conduct career and college information programs
- Provides information regarding community service opportunities and enters community service hours in the computer
- Provide information and counseling for Bright Futures opportunities and registration
- Coordinate dual enrollment, advanced placement, and early admissions programs
- Identify and counsel potential dropouts, offering them other options
- Counsel students who are experiencing attendance difficulties
- Coordinate and administer a variety of standardized tests, maintains test security, and interprets test results to parents, students, and other school staff
- Assist students and families in need with providing basic care through referrals to appropriate resources
- Provide orientation for all incoming and new students
- Counsel students in developing peer relationships, decision-making skills, and conflict resolution (character education)
- Identify and refer students as needed to appropriate agencies (i.e. mental health, TAPP, Lutheran Services, etc.)
- Continually enhance the overall guidance program through in-service opportunities
- Evaluate the overall guidance program on a continuing basis
- Provide assistance and information to faculty, students and parents in regard to multi-cultural education
- Assist in the orientation of new faculty/staff members
- Assist students and parents in scheduling teacher conferences and serves as a mediator and/or advisor
- Provide input in the development of curriculum and the master schedule
- Coordinate the proper maintenance, transfer, and acquisition of students' records as required
- Assist in the maintenance of the automated student data system
- Attend and participate in faculty meetings
- Accept responsibility for extracurricular activities
- Coordinate all award presentations
- Coordinate all graduation activities, verifying that graduation requirements have been met
- Contribute to the Integrated Service Team meetings
- Establish and maintain cooperative relations with students, faculty, staff, and parents
- Assume the responsibility to maintain a valid Florida teachers' 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 Qualification & 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 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 are 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.