

SCHOOL DISTRICT OF JACKSON COUNTY

INSTRUCTIONAL PERSONNEL
JOB DESCRIPTION

TITLE: **GUIDANCE COUNSELOR, MIDDLE AND HIGH**

QUALIFICATIONS: 1. Master's degree or higher from an accredited institution
2. Currently hold or eligible for Florida certification in guidance and counseling

REPORTS TO: School Principal/Administrator

JOB GOAL: To assist all students in establishing educational, career, and personal-social goals which are acceptable and attainable and to provide assistance in developing plans for achieving these goals

ESSENTIAL FUNCTIONS:

- Establishes long and short range plans based on student needs and district and state curriculum requirements.
- Maintains positive, organized, and safe learning environment
- Manages time, materials, and equipment effectively
- Assists in the registration of and scheduling of students
- Assists students in the selection of classes
- Provides classroom/small group developmental guidance activities to all students
- Provides personal/social, behavioral, and/or academic counseling to identified students
- Provides assistance in the screening, referral, identification, and placement of students with special needs
- Provides assistance to parents of students with special needs
- Provides appropriate consultation and staff development to school personnel and/or parents/community as requested
- Provides information and counseling in the areas of career exploration and selection, further education, college entrance exams, financial aid, and employment opportunities
- Identifies and counsels potential school dropouts
- Assists students who are experiencing attendance difficulties through counseling and referral to appropriate resources
- Coordinates and administers a variety of standardized tests and interprets test results to parents, students, and other school staff
- Administers ability and achievement tests as needed

Job Description/Guidance Counselor, Middle and High
Page 2

- Coordinates dual enrollment, advanced placement, and early admission programs
- Assists students in acquiring basic care through referral to appropriate resources
- Provides or assists with student orientation
- Obtains and disseminates career information to students individually and in groups
- Organizes and conducts career information programs
- Assists students in developing peer relationships and decision making skills
- Evaluates the overall guidance program on a continuing basis
- Advises school administrators and faculty on the matter of student discipline
- Assists in the orientation of new faculty/staff members
- Assists students and/or parents in scheduling teacher conferences
- Serves as mediator and/or advisor in parent/teacher/student conferences
- Provides input in the development of curriculum
- Coordinates the proper maintenance of student records as required by applicable policies, regulations, and procedures
- Assists in maintenance of automated student data system elements
- Attends and participates in faculty meetings
- Accepts responsibility for co- and/or extra-curricular activities assigned
- Establishes and maintains cooperative relations with students, faculty, staff, and parents
- Performs other incidental tasks consistent with the goals and objectives of the position
- Performs other tasks and responsibilities as assigned by the principal
- Assumes the responsibility to maintain a valid Florida teacher certificate and engage in continuing improvement of performed knowledge and skills
- Provides own method of transportation to various locations when required
- Adhere to and implement District Guidance Plan/Program
- Other duties as assigned by immediate supervisor or principal

TERMS OF

EMPLOYMENT: 196 days
7.75 hrs per day

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of personnel.

ENVIRONMENTAL: Activities occur inside and outside: subject to indoor and outdoor environmental conditions

PHYSICAL

REQUIREMENTS: Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects

EQUIPMENT: Audio-visual equipment, computers

SUPERVISION

CONTROL: Is personally responsible for satisfying all of the above-referenced essential functions with minimal supervision