

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8520
Pay Grade: E07

FLSA: Exempt
PTS

K-12 GUIDANCE SERVICES SPECIALIST
<p><u>REPORTS TO:</u> Executive Director, Student Services</p>
<p><u>SUPERVISES:</u> Instructional Staff Support staff</p>
<p><u>QUALIFICATIONS:</u> Master's degree in counseling from an accredited college or university. Florida certification in Guidance. Five (5) years related professional experience including three (3) years of successful school counseling experience. Demonstrated organizational and communication skills.</p>
MAJOR FUNCTION
<p>This position provides leadership in countywide efforts to coordinate and improve guidance services and to integrate those services with other aspects of the school program. Position provides assistance to counselors, principals, and other school personnel in program planning, implementation of programs, staff development and evaluation.</p>
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Determines criteria for selection of school counselors, selects eligible applicants, recommends guidance units to the schools and assist schools in filling counseling vacancies • Evaluates the effectiveness of selected guidance functions • Places interns and practicum students • Develops and administers guidance budget • Organizes the Guidance Advisory Committee and conducts meetings of this group • Conducts regularly scheduled meetings with school guidance counselors • Maintains resource materials available to counselors on a loan basis • Makes recommendations as to guidance facilities in proposed new schools • Works cooperatively with the Personnel Department in identification and placement of counselor applicants • Coordinates guidance programs with other Student Services Programs • Plans and implements improvements in the program of guidance services in cooperation with school personnel • Consults with school-based personnel as to changes in their guidance programs • Provides supervision to counselors • Advocates, facilitates and monitors the components of guidance programs to assure alignment with district goals • Consults with staff with regard to individual case situations when appropriate • Develops and executes department policies and procedures • Plans, organizes and conducts guidance staff meetings • Coordinates goal setting and planning processes within the department based on district vision and strategic directions • Assists schools and community agencies in analyzing data for continuous improvement in student achievement • Uses guidance data to maximize resources available to schools • Supervises the guidance induction and mentoring programs

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ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Oversees the new guidance staff mastery of state accomplished practices• Maintains a personal/professional development plan and engages in professional development activities• Manages department data collection and reporting functions; uses data in decision-making• Develops curriculum innovations designed to integrate guidance services with the overall educational program• Writes proposals to various government agencies in order to secure funds for improvement in the guidance program• Attends local, state and national guidance workshops and transmits new developments in the field to other guidance workers• Initiates, develops and coordinates professional development to increase the skills of school counselors• Arranges and conducts professional development for other professional groups involved with the guidance program: principals, faculty groups, guidance committee chairperson, etc.• Orients new counselors and conducts a special in-service program for them• Presents information concerning the guidance program, upon request, to community organization• Works closely with special community, business and service organizations in order to maintain a two-way communication between these organizations and the county guidance program• Performs other related duties as required
TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 5/72; REVISED: 2/75; TITLE BOARD APPROVED: 2/75; REVISED: 3/82; FORMAT REVISED: 7/88; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REMOVED PREFERRED, REVISED D&R; 9/09 LMCK; REVISED FORMAT, TITLE, PAY SCHEDULE, QUALS, ER, ADA, 7/12, LM; PULLED FROM CONSENT ITEMS 9/11/12I, 4/5/18 TITLE, PAY GRADE/ SCHEDULE, MQ, ER, LM, BOARD APPROVED: 4/24/18

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WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

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