

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0625
Pay Grade: C07

FLSA: Exempt

SUPERVISOR, K-12 GUIDANCE

MAJOR FUNCTION:

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.

DUTIES AND RESPONSIBILITIES:

- Determines criteria for selection of school counselors, selects eligible applicants, recommends guidance units to the schools and fills 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
- Demonstrates new techniques and procedures to counselors
- 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 inservice programs to increase the skills of school counselors
- Arranges and conducts inservice programs for other professional groups involved with the guidance program: principals, faculty groups, guidance committee chairperson, etc
- Orients new counselors and conducts a special inservice 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

SUPERVISOR, K-12 GUIDANCE

MINIMUM QUALIFICATIONS:

Master's degree from an accredited college or university. Three (3) years of successful school counseling experience. Supervised counseling practicum and/or internship. Florida certification in Guidance. Five (5) years related professional experience. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

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

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.

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| <u>WORKING CONDITIONS & PHYSICAL EFFORT:</u> | 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 keyboard to enter and transform words or data | | | | | X |
| 21. Using a video display terminal | | | | | 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 | | | | |