

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 2207 Guidance Counselor, Elementary
2208 Guidance Counselor, Middle
2209 Guidance Counselor, High School
2210 Guidance Counselor, Other
2217 Guidance Counselor, Adult/Vocational
2219 Guidance Counselor, Exceptional Education
Instructional

FLSA: Exempt

GUIDANCE COUNSELOR

MAJOR FUNCTION:

Provides a comprehensive school-counseling program that assists all students in acquiring the skills and knowledge to maximize highest student achievement in a safe learning environment. Responsibilities may vary depending upon the specific work setting and counselor to student ratio and should correspond to the needs and priorities established in the schools and district's counseling program.

DUTIES AND RESPONSIBILITIES:

- Implements the comprehensive school counseling program as outlined in the Pinellas County School District's Professional Counselor plan
- Acts as an advocate for all students
- Works in collaboration with other stakeholders in narrowing the achievement gap
- Provides professional leadership to establish a culture conducive to learning
- Counsels individual and/or small groups of students with academic, career and personal/social concerns
- Assists students in developing a plan for achieving educational, career and personal/social goals
- Consults with a variety of school based teams to facilitate appropriate placement decisions to enhance student achievement, which includes but is not limited to exceptional student staffing's, 504 determination meetings, and Child Study team meetings
- Confers with classroom teachers, administration, support staff, community agencies and parents regarding students and their needs
- Provides support to teachers in the delivery of counseling program related curriculum
- Coordinates with school and community agencies to broaden students' resources
- Seeks resources necessary to achieve school goals
- Guides individuals/groups of students through the development of educational plans, career awareness and personal/social growth issues
- Identifies and disaggregates critical data, such as grades, test scores, attendance, promotion rates, graduation and postsecondary enrollment rate
- Uses data to develop strategies to positively impact students
- Follows the guidelines of the national, state and district standards for professional school counselors
- Adheres to ethical and legal professional standards
- Uses appropriate technology for counseling services
- Performs other related duties, as required.

MINIMUM QUALIFICATIONS:

Master's degree from an accredited college or university in Counseling and State of Florida School Counselor certification or eligibility for Florida State certification.

PREFERRED:

Orientation to and/or experience in a school setting.

ISSUED: 11/05 AK.

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.

GUIDANCE COUNSELOR

<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				

Guidance Counselor - INS