

**INSTRUCTIONAL PERSONNEL
JOB DESCRIPTION**

TITLE: GUIDANCE COUNSELOR, ELEMENTARY

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

JOB GOAL: To provide a comprehensive program that ensures academic, personal, social, career development and community involvement for all students. The goal for the program is to assist all students in acquiring the skills, knowledge, and attitudes needed to become effective students, responsible citizens, productive workers, and lifelong learners.

ESSENTIAL FUNCTIONS:

- Assists in the registration and placement of students
- Provides classroom guidance activities that address character education, multi-cultural awareness, and conflict resolution to all students
- Provides personal, social, behavioral, and/or academic counseling to identified individuals or small groups
- Oversees the provision of career development activities for students
- Administers initial screenings and coordinates the referral process for identification and placement of students with special needs
- Provides appropriate consultation with parents on all issues related to student success
- Provides appropriate consultation and staff development to school personnel as needed
- Consult and collaborate with teachers, staff, and parents in understanding and meeting the needs of students
- Tracks attendance and develops appropriate truancy intervention plans
- Assists with referrals to other service providers and outside agencies
- Facilitates Integrated Services Team meetings
- Develops 504 plans and health care plans as needed
- Maintains access to current information regarding community resources
- Organizes community service projects
- Coordinates district and state-mandated assessments and provides assistance in the interpretation of results to parents, students, and other school staff.
- Provides or assists with student orientation
- Evaluates the guidance program on a continuing basis
- Consults with school personnel on issues regarding student discipline
- Assists in the orientation of new faculty and staff members
- Assists with parent/teacher conferences as requested
- Oversees the proper maintenance of student records as required by applicable policies, regulations and procedures
- Attends and participates in faculty meetings
- Accepts responsibility for extra-curricular activities as assigned
- Attends professional meetings and staff development activities
- Maintains a valid Florida teacher's certificate
- Provides own method of transportation to various locations when required
- Performs other tasks and responsibilities as assigned by the principal

LENGTH OF

EMPLOYMENT: Ten months

SALARY: Based on the adopted salary schedule for instructional personnel

EVALUATION: Annual evaluation by the principal in accordance with the Master Contract, local policies, and state law.

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

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EQUIPMENT: Audio-visual equipment, computers

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