TITLE: **GUIDANCE COUNSELOR, MIDDLE**

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

REPORTS TO: **School Principal**

JOB GOAL: **To provide a comprehensive program that provides academic, personal, social, career development, and community involvement for all students. The program goal 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:

Is responsible for the registration of new students and scheduling of all students
Provides orientation for all incoming and new students
Provides small group developmental guidance activities to all students
Provides personal/social, behavioral, and /or academic counseling to all students
Provides assistance in the screening, referral, identification and placement of students with special needs
Provides assistance to parents of all students
Provides appropriate consultation and staff development to school personnel and/or parents/community as needed
Provides information regarding community service opportunities and enters community service hours in the computer
Identifies and counsels potential dropouts, offering them other options
Counsels students who are experiencing attendance difficulties
Identifies and refers students as needed to appropriate agencies (i.e. mental health, TAPP, Lutheran Services, etc.)
Assists students and families in need with providing basic care through referrals to appropriate resources
Coordinates and administers a variety of standardized tests, maintains test security, and interprets test results to parents, students, and other school staff
Counsels students in developing peer relationships, decision-making skills, and conflict resolution (character education)
Continually enhances the overall guidance program through in-service opportunities
Evaluates the overall guidance program on a continuing basis
Provides assistance and information to faculty, students and parents in regard to multi-cultural education
Assists in the orientation of new faculty/staff members
Assists students and parents in scheduling teacher conferences and serves as a mediator and/or advisors
Provides input in the development of curriculum and the master schedule
Coordinates the proper maintenance, transfer, and acquisition of students records as required
Assists in the maintenance of the automated student data system
Attends and participates in faculty meetings
Accepts responsibility for extra curricular activities
Contributes to the Integrated Service Team meetings
Coordinates all award presentations
Coordinates all 8th grade graduation activities, verifying that graduation requirements have been met
Assists students in the selection of high school classes and graduation option plans
Provides information and counseling for Bright Futures opportunities
Provides information and counseling in the areas of career exploration and college selection, further education, college entrance exams, financial aid, scholarships, and employment opportunities
Organizes and conducts career and college information programs
Establishes and maintains cooperative relations with students, faculty, staff, and parents
Assumes the responsibility to maintain a valid Florida teachers' certificate
Provides own method of transportation to various locations when required
Performs other tasks and responsibilities as assigned by the principal

LENGTH OF EMPLOYMENT: **10 months and summer contract**

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**
EQUIPMENT:	**Audio-visual equipment, computers**
SUPERVISION CONTROL:	**Is personally responsible for satisfying all the above referenced essential functions with minimal supervision**