

TITLE: TEACHER (Certified School Counselor/Elementary & Secondary)

FLSA: Exempt

QUALIFICATIONS :

1. Master's Degree or higher from an accredited educational institute.
2. Hold or be eligible for certification by the State of Florida in the appropriate subject area and level.
3. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

REPORT TO: Principal

JOB GOAL:

To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

*** Essential Performance Responsibilities**

- * 1. Register students new to the school and orient them to school procedures and the school's varied opportunities for learning.
- * 2. Aid students in course and subject selection.
- * 3. Maintain student records and protect their confidentiality.
- * 4. Work to resolve student educational handicaps.
- * 5. Work to discover and develop special abilities of students.
- * 6. Work to prevent students from dropping out of school.
- * 7. Provide student information to colleges and potential employers according to provisions of the Board's policy on student records.
- * 8. Plan field trips to schools, colleges and industry for interested students.
- * 9. Make recommendations to colleges for admission and scholarships.
- * 10. Guide students in their participation in school and community activities.
- * 11. Obtain and disseminate occupational information to students and to classes studying occupations.
- * 12. Work with students on an individual basis and in small groups in the solution of personal problems related to such problems as home and family relations, health, and emotional adjustment.
- * 13. Confer with parents whenever necessary.
- * 14. Interpret the school counselor program to the community.
- * 15. Provide in-service training in guidance for teachers and student teachers.
- * 16. Advise administrators and faculty on the matters of student discipline.
- * 17. Assist in the orientation of new faculty members.
- * 18. Participate in workshops and other in-service activities.
- * 19. Accept a share of responsibility for co/extra curricular activities as assigned.
- * 20. Attend and takes part in faculty meeting.
- * 21. Assist in supervision and control of all students during work day and during emergency condition as assigned by principal.
- * 22. Screen and refer students for the exceptional child program.
- * 23. Help to carry out and to administer state and county testing done in the school.
- * 24. Provide developmental guidance for students.
- * 25. Screen and refer students for attendance problems.
- * 26. Secure and maintain required information and records for each student in the exceptional program.
- * 27. Coordinate the efforts of the school, special services, and community resources in providing for the needs of pupils.
- * 28. Work with school committee in evaluating the school counseling program and making necessary alterations in the program.
- * 29. Perform such other duties as the principal or supervisor may assign.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

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 those established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.