

**SCHOOL DISTRICT OF OKALOOSA COUNTY  
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

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**Position Title:** Guidance Counselor/Vocational  
**Reports to:** Principal

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**Minimum Eligibility Requirements:**

Holds a valid Florida Educator's Certificate with appropriate coverage for the course assignments. Three (3) years teaching experience preferred. Any alternative qualifications as the Board may find appropriate.

**Communication Skills:**

Demonstrates articulate speech. Uses vocabulary appropriate to task and student ability. Writes with appropriate grammar, spelling and structure. Communicates effectively with students, parents, and administrators.

**Specialization Competence:**

Demonstrates proficiency in area of specialization. Uses subject area materials appropriately.

**Administrative/Supervisory Requirements:**

Keeps appropriate records. Maintains effective lesson plans. Conforms to rules and policies of the district, school, and state.

**Instructional/Evaluation Procedures:**

Makes effective use of time. Provides instructional orientations, transitions and clear directions. Uses effective questioning techniques. Develops concepts and provides appropriate reviews, practice and corrective feedback. Uses appropriate evaluative techniques. Analyzes and interprets test results.

**Management Techniques:**

Establishes rules; monitors rules consistently and fairly. Maintains academic focus. Establishes routines for use of materials. Controls and stops spread of misconduct. Maintains instructional momentum.

**Interpersonal Relationships:**

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

**Physical Demands:**

The physical demands described here are representative of those essential for an employee to successfully perform the functions of this job. Reasonable accommodations may be made for individuals with disabilities.

The employee is frequently required to stand, talk, hear, walk, and sit. The employee may occasionally push or lift up to 50 pounds. The employee demonstrates physical energy commensurate with assigned tasks and controls emotions appropriately.

**Work Environment:**

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

(over)

**Job Goal:**

To provide comprehensive vocational guidance and counseling services to all students in an effort to meet the identified needs of individual students and accomplish the stated goals of the center. Any alternative qualifications as the Board may find appropriate.

**Essential Duties and Responsibilities:**

1. Provide to all potential and enrolled students information and counseling in the areas of career planning and selection, vocational/technical program selection, financial aid, further education, and employment opportunities.
2. Assist in the recruitment of students.
3. Assist with the promotion of the center to the community.
4. Provide assistance to students through vocational evaluation and interpretation.
5. Provide assistance to student in the selection of classes.
6. Provide personal counseling to students as it relates to their career success.
7. Provide individual and group counseling for special needs when requested.
8. Identify and counsel potential dropouts.
9. Assist, through counseling, students who are experiencing attendance difficulties.
10. Assist in the proper maintenance of Student Records
11. Provide input in the development of curriculum, policies, regulations, and procedures of the Center.
12. Participate in inservice workshops, professional organizations, and other activities for professional growth.
13. Evaluate the overall guidance program on a continuing basis.
14. Provide or assist with orientation and screening of all students new to a school.
15. Evaluate the overall guidance program on a continuing basis.
16. Advise administrators and faculty on the matter of student discipline.
17. Assist in the orientation of new faculty members.
18. Provide student information concerning summer school.
19. Assist parents in scheduling teacher conferences.
20. Help arrange for tutors.
21. Abides by all policies of the Okaloosa County School Board.
22. Performs other tasks as assigned within the limits of the Master Contract.

**Terms of Employment/Length of Employment:**

Ten, eleven or twelve month. Salary is based on adopted salary schedule for instructional personnel.

**Evaluation:**

Annual performance evaluation in accordance with the Master Contract, local policies, and state law.