

**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.

Position Title: Secondary Guidance Counselor
Reports to: Principal

Minimum Eligibility Requirements:

Holds a valid Florida Educator's Certificate with appropriate coverage for the course assignments. 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 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.

Essential Duties and Responsibilities:

1. Assist in the registration of students.
2. Provide to all interested students, information and counseling in the areas of career exploration and selection, further education, college entrance exams, financial aid, and employment opportunities.
3. Provide assistance to students in the selection of classes.
4. Provide classroom and small group developmental guidance activities to all students.
5. Provide personal and social counseling to identified students.
6. Provide both behavioral and academic counseling to identified students.
7. Provide or assist with orientation to all students new to a school.
8. Identify and counsel potential dropouts.
9. Provide appropriate consultation and inservice to school staff as requested.
10. Assist in the development of curriculum and policies and continue to upgrade skills.
11. Assist students who are experiencing attendance difficulties through counseling and referral to appropriate resources.
12. Provide assistance in the testing programs and interpretation of results to parents, students, and other school staff.
13. Provide assistance to parents of students with special needs and confers with parents in general evaluating progress of students.
14. Provide assistance in the identification and placement of students with special needs.
15. Assist students in acquiring basic care through referral to appropriate resources.
16. Assist in the proper maintenance of Student Records.
17. Evaluate the overall guidance program on a continuing basis.
18. Advise administrators and faculty on the matter of student discipline.
19. Assist in the orientation of new faculty members.
20. Provide student information concerning summer school.
21. Assist parents in scheduling teacher conferences.
22. Help arrange for tutors.
23. Abides by all policies of the Okaloosa County School Board.
24. 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.