



CERTIFIED SCHOOL COUNSELOR - SECONDARY

SUMMARY/SCOPE/GOAL

To provide assistance to students, parents, and teachers in making educational, occupational and life plans with a program that will enable the student to reach his/her fullest physical, emotional, psychological, and behavioral potential.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Master's Degree from an accredited educational institute.

PREFERRED/DESIRED:

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Certified as a Guidance Counselor by the state of Florida.
- Valid Florida Driver's license.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Register students new to the school and orient them to school procedures and curriculum.
2. Maintain student guidance records and maintain confidentiality.
3. Provide career counseling to students as assigned.
4. Make recommendations to students for higher education and colleges – including admission and scholarships.
5. Arrange for alternative educational processes when needed.
6. Counsel with students, individually and in groups, regarding physical, emotional, and psychological well-being.
7. Provide performance counseling and formulate educational plans for student goals.
8. Confer with parents/guardians and professional staff as necessary.
9. Administer orientation programs to feeder school student body, provide class presentations.
10. Provide in service training to staff and parents as needed.
11. Screen and refer students for psychological testing as needed.
12. Administer state and county testing as required.
13. Monitor and adjust students' academic program toward eligibility for diploma.
14. Service on Child Study Team to evaluate students.
15. Screen, refer, and counsel students with attendance problems.
16. Conduct workshops as needed; plan, organize, and disseminate information.
17. Develop a master schedule of the curriculum programs for the school.
18. Maintain audit files for handicapped students.
19. Develop a communication link and rapport with outside service agencies.
20. Assist in developing student schedules.

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21. Confer with teachers to provide possible interventions for classroom academic or behavior modifications.
22. Perform supervisory duties as required by principal.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Proficient in educational testing and measurement practices; oral and written communication skills; ability to analyze data, both verbal and written; hearing and visual acuity at normal levels; knowledgeable in crisis prevention and arbitration techniques; knowledgeable in career counseling resources; able to operate general audio-visual equipment, i.e., overhead projectors; VCR, computer, typewriter, and copy machines. Able to provide crisis prevention and intervention as needed; knowledge in counseling techniques; knowledgeable of the student referral process.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

May use smart boards, tablets, Bunsen burners, chemical lab hoods, other classroom lab equipment, gym equipment, etc. that may be grade and subject specific. May use scales and/or equipment for the purposes of aptitude, skills, and/or behavioral diagnostics for the purposes of evaluating student performance within the prescribed parameters of their specific position.

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(M) MEDIUM WORK

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Potential for exposure to bodily fluids and/or potential for violence/physical altercations.

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Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites occasionally. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Leading and Learning	DEPARTMENT:	Secondary Leading and Learning
TITLE CODE:	E0721	CONTENT BY:	Director, Adult & Community Education
GRADE:		COMPENSATION:	Human Resources
UNIT:	BFT	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	6/15/1999	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 10 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	5/5/1996	Developed	
1.1	5/5/2006	Revised	
2.0	12/05/14	Title changes per SB154	
2.1	12/01/2020	New Format	Ellie Kelly – Human Resources
2.2	11/19/2021	Update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.