

SCHOOL BOARD OF ST. JOHNS COUNTY

JOB DESCRIPTION

GUIDANCE COUNSELOR - TEACHER

QUALIFICATIONS:

- (1) Master of Education Degree in Guidance.
- (2) Valid Master's level certificate from the State of Florida.
- (3) Successful teaching experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Demonstrated skills in human relations and ability to work with people.
- (2) Exemplary written and verbal communication skills.
- (3) Ability to analyze and use data.

REPORTS TO:

School Principal

SUPERVISES:

Assigned Support Personnel

JOB GOALS

A staff member employed to help students assess and understand their abilities, capabilities, interests, environmental factors and educational needs; assisting students in increasing their understanding of educational and career opportunities and aiding pupils in making optimum use of educational and career opportunities through the formulation of realistic goals. Each employee of the St. Johns County School Board is charged with modeling the characteristics of citizenship, character education and literacy.

PERFORMANCE RESPONSIBILITIES:

- (1) Assist the pupil in analyzing his interest, capabilities, aptitudes and relate these to all his alternatives, aspirations and life goals.
- (2) Aids the teacher in identification of and provision for the individual pupil's intellectual, emotional, social and physical characteristics.
- (3) Assist parents and faculty with their understanding of the individual pupil's growth and development as it relates to school, career choices and society.
- (4) Assist the faculty in personalizing education for all pupils.
- (5) Effects a smooth transition from one educational level to another for all pupils.
- (6) Coordinates the efforts of the school, special services and community resources in providing for the needs of the pupil.
- (7) Disseminates academic, vocational and social-personal information to pupils, parents and teachers through a planned developmental program.
- (8) Provides closer communication between the school and home.
- (9) Provides opportunities for career development and vocational exploration for pupils through a planned developmental program.
- (10) Provides a means for gathering developmental information about students and interpreting this information to students, teachers and parents.
- (11) Coordinates the school testing program and evaluates results.
- (12) Strives to implement the district's philosophy of education and instructional goals and objectives.
- (13) Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- (14) Maintains and promptly submits accurate, complete and correct records as required by law, district policy and administrative regulation.
- (15) Assists in upholding and enforcing school rules, administrative regulations and Board Policy.
- (16) Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested.
- (17) Attends and participates in faculty meetings.
- (18) Cooperates with the teaching staff in planning instructional goals, objectives and methods.
- (19) Provides for his/her own professional growth through an on-going program of reading, workshops, seminars, conferences and/or advanced course work at institutions of higher learning.
- (20) Other incidental tasks consistent with the goals and objectives of the position.
- (21) Perform other duties as assigned by immediate supervisor.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Approved unit compensation plan
10 month position
7.5 hours per day

EVALUATION:

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

Position Code:

Pay Type: 12

Elementary	61231
Middle	61232
High	61233
Adult/Vocational	61234

BOARD APPROVED:

April 20, 1999