

**Hernando County School Board  
Florida**

FLSA: Exempt, Union

<b>CERTIFIED SCHOOL COUNSELOR</b>
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**Required Qualifications:**

- Master's Degree and Florida certification in Guidance and Counseling
- Knowledge of skills and abilities in the areas of personality theory, counseling theory and practices, individual and group theory and practices, career and vocational theory and practices, special and exceptional student staffing procedures and federal, state and local laws regarding school practices

**Performance Responsibilities:**

- Present lessons in academic success, career awareness and planning and social and personal growth and understanding
- Assist students to maximize their educational experience by discovering and developing their special abilities
- Assist students in understanding their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and work with students in developing education and occupation plans in terms of such evaluation
- Assist students in relating their interests, capabilities and aptitudes to life goals
- Provide individual planning sessions to students in the areas of academic planning and success, career awareness and social and personal development based on sequential, grade appropriate objectives
- Communicate with students and their parents regarding academic progress and graduation; work with students on an individual basis in the solution of personal and academic problems
- Conduct structured, goal-oriented counseling sessions in systematic response to identified needs of groups of children; themes include academic skill building, social skill development, career awareness, conflict resolution, family issues and making health choices
- Assist in students' transition to elementary, middle school, high school and to post high school options
- Provide information and skills to parents, school staff, administration and the community to enhance student achievement
- Assist parents in addressing school related problems and issues; refer students and their parents, as needed, to appropriate specialists, special programs and/or outside agencies
- Inform students and their parents as to pertinent test results and their implications for educational and career planning
- Advocate for equal access to programs and services for all students
- Review the school counseling program annually with other district counselors and administrators; establish a planning calendar for activities

- Plan, implement, maintain and evaluate the systems necessary for the support, maintenance, and improvement of the school counseling program; activities include but are not limited to preparation of budget and production of printed materials, guides, etc., that support the program
- Participate in school decision making and in activities which contribute to the effective operation of the school
- Cooperate and collaborate with other professionals in enhancing the education of students
- Effectively communicate with the administrators, teachers, staff, parents and students as to the role of the school counseling program in the overall educational process of the school
- Adhere to the ethical standards of state and national school counselor associations
- Provide for own professional growth through an on-going program of professional reading; adhere to preferred practices prescribed by state and national school counselor associations, workshops, seminars, conferences and/or advanced course work at institutions of higher learning
- Test proctoring, master scheduling, student scheduling, balancing class size duties, pre-referral activities, temporary staffings and Exceptional Student Education (ESE) paperwork, 504 meetings, GPA's and case management
- Perform other duties as assigned by the principal and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the principal and/or designee

**Evaluation:**

Annual evaluation done by the principal and/or designee

**Terms of Employment:**

10-month employment

Additional days in summer may be approved by the School Board

**Salary:**

Salary based upon approved salary schedule - Instructional

**Job Code:**

61231 - Elementary    61232 - Middle School    61233- High School    61236 - Other Type School

Board Approved: 02/05/91

Revised: 01/17/06, 01/20/09, 05/17/11, 07/30/13