

**Hernando County School Board  
Florida**

FLSA: Exempt, Non-Union

<b>Supervisor of Guidance Services – K-Adult</b>
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**Required Qualifications:**

- Master's degree from an accredited institution in School Counseling, Guidance and Counseling, or another graduate-level counseling degree
- Minimum five (5) years of verifiable employment as a school counselor or an equivalent combination of education and/or training and experience deemed equal or superior to the foregoing requirement
- State of Florida certification in Guidance and Counseling

**Desired Qualifications:**

- Experience/knowledge in all levels of school counseling responsibilities
- Effective communication skills
- Knowledge of graduation and testing requirements
- Knowledge in Department of Education statutes pertaining to school counseling

**Performance Responsibilities:**

- Implement and supervise a developmental K-Adult school counselor program that includes the new school counselor standards.
- Serve as a program supervisor and consultant to school counselor personnel.
- Meet regularly with school counselor personnel for counseling program development, refinement, and implementation.
- Develop and provide workshops, In-service, and/or training for school administrators, supervisors, teachers, and school counselor personnel as needed.
- Participate in appropriate workshops and attend the meetings of state, regional, and local organizations to gather information to be shared with district and school leadership and school counselor personnel.
- Collaborate with Director of Student Services in planning mental health services and trainings for counselors, monitoring of interventions, and Crisis Team preparation.
- Assist school counselor personnel with the evaluation of transcripts from private, out-of-state, and out-of-county schools.
- Seek expansion of school counselor services to students/parents through involvement with community agencies.
- Assist middle/high school counselors with appropriate course scheduling of students.
- Promote school counseling as a profession to increase applicant pool.
- Supervise the placement of counselor interns and practicum students.
- Serve as district's representative on various committees and task forces, as assigned.

- Respond to parent concerns and community issues relating to the delivery of school counselor services and educational planning.
- Supervise activities designed to achieve priority goals identified through the district's strategic plan.
- Mentor and support new School Counselors in acquiring the necessary skills and knowledge of District and department policies and procedures.
- Coordinate the selection, acquisition, use, and evaluation of appropriate programs and materials for student academic, career, social/personal, and post-secondary support.
- Maintain a close, working relationship with school administrators and school-based teams to ensure information exchange, coordination of efforts, policy compliance, and general support for the decision-making process as it relates to school counseling functions.
- Coordinate SAT/ACT testing and scholarship advertising.
- Develop, implement, and facilitate staff development and technical assistance to support school counselors in performing their job responsibilities.
- Support school counselors with appropriate student scheduling and advising, grade recovery initiatives, and accurate grade records reporting.
- Prepare the Florida Department of Education School Counseling report and any additional reports requested.
- Visit schools on a regular basis to ensure consistency of implementation of the school counseling program.
- Coordinate Summer Additional Duty for guidance departments.
- Assist the Human Resources department and school administrators with interviewing and recommending qualified candidates for school counseling positions.
- Work closely with the Director(s) of Elementary Curriculum, Director of Secondary Curriculum, Director of Research & Accountability, and the Director of Student Services to deliver timely, accurate information.
- Perform other duties as assigned by Director.

**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:**

Director of Secondary Programs

**Evaluation:**

Annual evaluation done by Director of Secondary Programs

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category G

**Job Code:**

61207

Board Approved: 10/10/23