

POSITION TITLE: Elementary Guidance Counselor

CONTRACT YEAR: 10 1/2 Months

PAY GRADE: Teacher Salary Schedule

QUALIFICATIONS: An earned master's degree from an accredited institution;  
Florida certification in Guidance and Counseling.

Bilingual skills preferred. Computer skills as required for the position.

DIRECT ACCOUNTABILITY: School Principal

SUPERVISION:

GOAL: To implement a process to help students discover and develop their best talents for personal happiness and social usefulness.

ACCOUNTABILITY PROCEDURES: The Principal will assess the effectiveness of the Elementary Guidance Counselor annually with respect to the performance of specific responsibilities.

PERFORMANCE RESPONSIBILITIES: The Elementary Guidance Counselor shall

1. establish small group counseling sessions.
2. counsel students on personal and academic concerns and notify parents as deemed necessary.
3. provide materials and suggestions for classroom oriented guidance activities.
4. arrange student, parent and teacher conferences.
5. acquaint students new to the school with teachers, facilities and programs to help them adjust to their new environment.

6. assist in the early identification of students for proper educational placement, such as exceptional child, federal and bilingual programs.
7. work with parent groups in the area of child growth, development and discipline.
8. meet with teachers to present and explaining the results of various testing programs.
9. assist teachers in effective utilization of test results.
10. identify community and school system resources and when advisable, refer student situations to the proper agencies.
11. keep records of conferences and send reports within the limits of confidentiality, to the principal, administrative assistants, and/or teachers as requested.
12. gather information from all faculty members having contact with a student being considered for referral.
13. review current developments, literature and technical sources of information related to job responsibility.
14. ensure adherence to good safety procedures.
15. perform other duties as assigned by the Principal.
16. follow federal and state laws, as well as School Board policies.

Board Approved:  
4/20/78

ER80-12 Approved: 10/2/80

Revised: 10/05/04