



## **Job Description**

**Position Title:** Guidance Counselor

**Employment Schedule:** 11 months

**Licenses and Certifications:** State of Florida K-12 Guidance and Counseling or proof of application and requirements met

### **Duties and Responsibilities:**

- Provide developmentally appropriate classroom and small group guidance lessons to students based on student need
- Provide personal, social, behavioral, and academic counseling to identified students
- Lead school wide Character Education Program to include, organizing assemblies, positive behavior program and other programs that support a safe spirit or community with the school.
- Provide input to administrators and faculty regarding discipline of identified students
- Assist families who have specific needs for community support or referral for public services
- Serve as the point of contact and facilitator for scholarships and other mentoring programs
- Provide parenting classes
- Assure that each assigned student is academically successful behaviorally and socially appropriate achieves his/her documented academic goals and demonstrates at least one full year of growth on standardized test measures
- Support the general school operations In addition to your specific job duties all employees are expected to participate in activities that include but are not limited to arrival and dismissal supervision cafeteria supervision attendance at after-hours events, and hallway duty.
- Perform other duties as delegated by Supervisor including assisting in the daily operations of the school
- Follow federal and state laws, as well as company policy.