

SUPPLEMENT PERFORMANCE RESPONSIBILITIES

TITLE: School Counselor

QUALIFICATIONS: Eligible for Department of Education certification as a School Counselor, Grades PK-12; Master's degree or higher with FLDOE requirements in counseling field.

REPORTS TO: School Administrator / Supervisor of School Counseling and Support Services

SUPERVISES: N/A

JOB GOAL: To provide students with educational, personal, and vocational counseling and to identify and coordinate all available resources to promote intellectual, emotional, physical, and psychological growth and maturation of students in accordance with district, state, and federal standards.

PERFORMANCE RESPONSIBILITIES:

- Plans and develops school counseling programs based on the developmental needs of students, need assessments, and the school/district priorities.
- Establishes short and long-range plans based on student needs.
- Reviews and evaluates various materials to support a well-balanced counseling program.
- Establish and provide appropriate interventions and follow-up as necessary (e.g. at-risk students, special learning, behavioral, emotional, abuse, crisis intervention services, etc).
- Uses assessment data to make recommendations for students, parents, and staff.
- Implement career awareness programs.
- Participates in, develops and/or conducts in-service educational programs.
- Provides individual, group counseling services, consultation referral services, and classroom guidance units.
- Participates as a member of the individual school educational planning team and coordinates data in making recommendations and decisions about children.

TERMS OF EMPLOYMENT: 196 Days – Teacher Contract

EVALUATION: School site-base administrator

Approved by: _____ Date: _____
(School Principal)

Reviewed and agreed to by: _____ Date: _____
(PRINT – Employee's Name)

Reviewed and agreed to by: _____ Emp. ID #: _____
(Employee's Signature)

**IRS REGULATIONS REQUIRE A WITHHOLDING RATE OF 28%
ON ALL SUPPLEMENTAL PAY AS OF JANUARY 1, 1994.**

Form Number: PER-2122-002 – Supplement Performance Responsibilities / HR / Supplements
Revised Date: 5/10/23