



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: School Counselor (Guidance) - Senior High  
FLSA Status: Exempt  
Salary Grade, if non-union:  
Pay Grade, if union: Teacher Salary Schedule  
Non-Union or Specific Collective Bargaining Agreement: Teacher's Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to provide a comprehensive counseling program that addresses academic, personal/social, and career development by designing, implementing, evaluating and enhancing a program that promotes student achievement. (The objectives of the guidance program are outlined in the Polk County Developmental Guidance Plan and include services to students, parents, staff and the community.) The comprehensive developmental school counseling program provides education, prevention, intervention, and advocacy.

### Essential Functions of this Job

The School Counselor aligns with the district's mission to support the academic achievement of all students, insuring equity and access to all. The counselor implements federal, state and local mandates; facilitates the successful transition and progression of students throughout the system; develops and maintains a written plan for effective delivery of the school counseling program, communicating the goals to educational stakeholders. Direct services address guidance curriculum, individual student planning, preventive and responsive services. The counselor works with students individually and in groups and provides consultation to teachers and other school personnel regarding students and makes referrals as appropriate.

### Non-Essential Functions of this Job

Performs other duties as assigned.

### Knowledge, Skills and Abilities:

Knowledge of the principles and practices of counseling; developmental, physical, social/emotional needs and abilities of students, and cultural diversity. Complies with legal and ethical standards (American School

Position Title: School Counselor (Guidance) - Senior High

Counselor Association ethical standards). Ability to communicate effectively verbally and in writing; maintains effective working relationships with others; proficient in current technology and software; provides leadership and professional learning. Attends to detail and follows tasks through to completion; organizes and sets priorities; works independently and effectively and meets deadlines. Exercises good judgment and maintains appropriate confidentiality. Develops and implements data-rich, needs-driven, research supported programs; and engages in continuous program evaluation activities. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from an accredited college or university with a Master's Degree in Counselor Education or Guidance and Counseling and a valid Florida certification in Guidance and Counseling, K-12.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work task priorities, setting goals and meeting deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with students, internal and external contacts and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects frequently weighing up to 20 pounds and infrequently weighing more than 20 pounds. Requires travel to schools and worksites within the district.

Local Code: 9017

EEO5:

Approval Date: 2012-10-24

Date Last Revised:

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*