



The School Board of Polk County

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

Job Description

Position Title: Teacher Resource Specialist Trainer, School Counseling Services

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 support to school counselors in developing a school counseling curriculum to increase student academic achievement, personal growth and career development.

Essential Functions of this Job

Provide relevant school counseling updates, program assistance and support to school counselors.

Serve as a resource for school-based personnel regarding developmental school counseling services, academic advisement, career development and parent/community involvement.

Serve as liaison between elementary/secondary education and elementary/secondary counselors regarding any pertinent curriculum topics.

Develops, in cooperation with school-based school counselor personnel and other school personnel, an understanding of the school counselor function and supporting services for students, teachers and parents.

Provide relevant professional development workshops and/or training programs to assist appropriate instructional staff in updating their skills and increasing their knowledge base.

Assist district staff and site personnel in interpreting student data and recommending strategies to improve student performance.

Serves as a liaison between school counselors and community agencies.

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Assists school-based personnel with the Response to Intervention initiative and the referral process for students.

Support school counselors with integrating school counseling services with credit recovery initiatives.

Provide assistance and services to support students with transition to elementary, middle and high school.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Specific knowledge and experience of the operation of a school-based guidance program. Must possess strong communication, organizational and interpersonal skills. Must work cooperatively with school-based personnel, district personnel, parents and students. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduated from an accredited college or university with a Master's degree in Guidance and Counseling or Counselor Education, and certification in guidance and counseling. A minimum of three years' experience at the school level as a certified guidance counselor is required.

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 tasks to establish priorities, set goals and meet 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 infrequently weighing up to 20 pounds.

Local Code: 9866
EEO5: 43
Approval Date: 2011-02-23
Date Last Revised: 2016-05-24

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