



## Classification Description

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**Job Title:** School Counselor, FSWCHS

**Pay Grade:** FSWCHS  
Schedule

**Job Code:** 6502 (Thomas Edison)  
6302 (Charlotte)

**FLSA Status:** Exempt

### **Job Purpose**

This is a responsible, professional academic support position accountable for student scheduling and advisement, coordination of testing, academic support services and acting as the liaison to the student services department of the College. The School Counselor coordinates activities, communicates with high school staff and students to insure a comprehensive support program for the students. This position is a 211 duty day, non-administrator on contract position.

### **General Responsibilities**

#### **Essential Functions**

Conducts counseling sessions with students to help them think critically in resolving conflicts, solving problems, or making decisions.

Maintains currency in the counseling profession and demonstrates mature, professional judgments.

Demonstrates leadership in serving as a student development specialist, student advocate and consultant to faculty and staff.

Responds to individuals experiencing difficulties and/or personal problems through appropriate referrals to community resources.

Develops and make presentations addressing life skills and College success.

Facilitates student career planning and decision-making; interprets career assessment instruments.

Assists in developing annual departmental objectives and contributes to achieving these objectives. Maintains and fosters articulation activities with high schools, Colleges, universities and academic programs.

Conducts new student orientation.

Conveys accurate and current academic information to students, instructors and staff.

## **SCHOOL COUNSELOR, FSWCHS**

Interprets placement test results and make appropriate course recommendations.

Understands and uses available technology, materials and tools related to the job.

Follows federal, state, College and department guidelines that relate to the job.

Promotes positive public relations for the department and the institution.

Responsible for development and maintenance of academic records and student scheduling systems.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Master's degree from a regionally accredited institution of higher education in Counseling or a master's degree from a regionally accredited institution of higher education including 18 graduate hours in Counseling.

Must hold and maintain the State of Florida Certification in Guidance (or eligible).

Experience in counseling at the high school and/or College level.

Knowledge of student confidentiality requirements.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.

## **SCHOOL COUNSELOR, FSWCHS**

- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
Environmental:	Normal general office.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: March 31, 2009. Revised: February 18, 2011, July 1, 2014, June 21, 2017, July 12, 2017, and June 10, 2019.