



Classification Description

Job Title: School Counselor, FSWCHS

Pay Grade: FSWCHS
Schedule

Job Code: 6502 (Lee)
6302 (Charlotte)

FLSA Status: Exempt

Job Purpose

The School Counselor provides professional counseling, academic advising, and student support services for Florida SouthWestern Collegiate High School (FSWCHS). This position is responsible for student scheduling and advisement, coordination of testing, academic support services, and serve as a liaison to the College's student services areas. The School Counselor collaborates with students, families, faculty, staff, and College personnel to support student success and a comprehensive student support program. This is a 211-duty-day, non-administrator position serving on an annual contract.

General Responsibilities

Essential Functions

Provides individual counseling and guidance to students to support decision-making, conflict resolution, problem-solving, and personal and academic development.

Maintains current knowledge of the counseling profession and exercises sound, professional judgment in providing student services.

Serves as a student development specialist, student advocate, and resource to families, faculty, and staff regarding student support and success.

Responds to students experiencing difficulties or personal concerns by providing appropriate support and referrals to College and community resources, as appropriate.

Develops and delivers presentations addressing life skills, academic success, College readiness, and related student development topics.

Facilitates student career planning and decision-making and interprets career assessment instruments to support students' educational and career goals.

Assists in developing counseling and student support objectives and contributes to achieving established departmental and school goals.

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Maintains and fosters articulation activities with high schools, colleges, universities, and academic programs to support student transitions and educational pathways.

Conducts and supports new student orientation and related student transition activities.

Provides accurate and current academic, program, and student services information to students, instructors, staff, and other appropriate College personnel.

Interprets placement test results and makes appropriate course recommendations in accordance with established guidelines.

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

Follows applicable federal and state laws, College policies and procedures, and department guidelines related to assigned responsibilities.

Promotes positive relationships and effective communication with students, families, faculty, staff, the College, and community partners.

Develops and maintains academic records and student scheduling systems in accordance with established procedures and confidentiality requirements.

Performs other duties, as assigned.

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 to determine if the employee can 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 eighteen (18) graduate hours in Counseling.

Must hold and maintain a State of Florida certification in School Counseling or be eligible for certification.

Experience providing counseling services in a school and/or College setting.

Knowledge of student confidentiality requirements and appropriate practices for safeguarding student information.

Demonstrated proficiency using a personal computer and office software such as Microsoft Office and electronic mail.

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Demonstrated ability to:

- Think critically and creatively, demonstrate a high standard of integrity, and incorporate best practices into the student support environment.
- Exhibit a thorough knowledge of policies, procedures, and applicable laws and regulations pertaining to the position.
- Possess knowledge of student services, academic advising, counseling, and student support practices.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate, and perform work in situations involving numerous and diverse demands.
- Anticipate, investigate, and analyze student support concerns and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students, families, College personnel, and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit strong organizational skills and attention to detail.
- 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 student and program information in a meaningful manner.
- Collaborate and work effectively with individuals from a variety of backgrounds and perspectives.

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 knowledge of written standards and procedures and the ability to read, interpret, and follow policies, procedures, and manuals related to assigned job duties.
- 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 and respect in interactions with individuals with varying perspectives, experiences, personalities, and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to establish productive working relationships and communicate and collaborate with others to achieve common 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, and walking. On occasion, incumbents may be required to lift 20 or more pounds.
- Environmental: Normal general office environment; may include regular interaction with students, families, faculty, and staff.
- Mental: Routinely requires the ability to interpret information, analyze situations, exercise sound judgment, and perform critical thinking skills.

Approved: March 31, 2009. Revised: February 18, 2011, July 1, 2014, June 21, 2017, July 12, 2017, June 10, 2019, August 27, 2026 (r), and October 9, 2026.