

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Counselor Adult/career And Technical Education School

## GENERAL DESCRIPTION

The essential function of the position within the organization is to help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

1. Aids students in course and subject selection.
2. Obtains and disseminates occupational information to students and to classes studying occupations.
3. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation.
4. Works to discover and develop special abilities of students.
5. Works to resolve students' educational handicaps.
6. Works to prevent students from dropping out of school.
7. Helps students evaluate career interests and choices.
8. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
9. Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health, and emotional adjustment.
10. Supervises the preparation and processing of college, scholarship, and employment: applications.
11. Provides student information to colleges and potential employers according to provisions of the Board's policy on student records.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

### **Other Duties:**

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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

*"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs arithmetic operations using data or information.

### **People Responsibility:**

*"People Responsibility" refers to individuals who have contact with or are influenced by the position.*

Gives information, guidance, or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

### **Assets Responsibility:**

*"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.*

Has some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

### **Mathematical Requirement:**

*"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition and subtraction, multiplication and division, and/or calculating ratios, rates and percents.

### **Communications Requirements:**

*"Communications" involves the ability to read, write, and speak.*

Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completing routine job forms and incident reports; speaking routine sentences using proper grammar.

### **Complexity of Work:**

*"Complexity of Work" addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-skilled work involving set procedures and rules but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

### **Impact of Decisions:**

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*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Impact of decisions is minor – affects only those in immediate work area.

## **Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.*

## **Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

Master’s degree from an accredited educational institution.

### **Licenses Certifications Registrations Required:**

*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Florida Certification in Guidance & Counseling.

### **Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Previous classroom teaching experience preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

### **Physical Demands:**

*“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

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Light Work: Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions.

**Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

**Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

**American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

**Reports To:**

Building Administrator

**Supervises:**

No supervisory duties

PAY GRADE: From: IB000 To: IP026

Number of Months: Number of Days: Hours:

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved 3/18/2016