

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Counselor Career Education

GENERAL DESCRIPTION

The essential function of the position within the organization is to assist school personnel, parents, and students with relevant educational and personal/social goals. The position is responsible for developing and implementing effective programs for all students and performing related task as assigned. The position works independently, reporting major activities through periodic meetings.

Primary Duties:

This list represents the essential tasks performed by the position. 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.

Implements a comprehensive guidance and counseling program based on state and District standards; collaborates with students, parents/guardians, principal, assistant principals, faculty, staff and community resources in advertising and disseminating information about careers, college and technical school admissions, Armed Services, college testing (PSAT/SAT, ACT), scholarships and awards, etc.

Facilitates College and Career Day programs; assists students/parents with choices in career planning, financial aid workshops, post-secondary education information, and assistance with various forms.

Conducts conferences with graduating seniors to assist in preparing, researching and maintaining a written career plan.

Tracks and documents student community service hours.

Solicits community donations for senior scholarships; develops community scholarship programs.

Establishes and maintains files of scholarships recipients and award donors; submits forms and applications to the District's Coordinator.

Performs routine administrative/office tasks as required, including but not limited to preparing correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, and ordering supplies.

Attends training, conferences and workshops as appropriate to enhance job knowledge and skills.

Other Duties:

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.

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Compiles, examines, or evaluates data or information and possibly recommends action based on results.

People Responsibility:

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

Mentors others by advising, counseling, or guiding them regarding problems that may be resolved by professional principles.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires 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, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads journals and manuals; prepares specialized reports and business letters using proper format and grammar; speaks to groups of co-workers and people outside the organization.

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 coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Impact of Decisions:

“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.

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of loss of life and/or damage are likely.

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.

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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.

Requires a minimum of an Associate’s degree.

Bachelor’s degree is preferred.

Licenses Certifications Registrations Required:

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

Appropriate State of Florida professional certification as required and applicable

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.

Requires one year of related experience; 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.

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating office equipment.

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.

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

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: ILA01 To: ILNN3

Number of Months: 10 Number of Days: 196 Hours: 7.5

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