



JOB TITLE	DEPARTMENT	REPORTS TO
Coordinator of Secondary School Guidance and Advisement	Office of Teaching and Learning	Chief Academic Officer

Position No: 61208	Length of Work Year: 12 Months
Salary Schedule: AD11	Date Approved: 11/20/18
FSLA: Exempt	Date Revised:

JOB GOAL
The Coordinator of Secondary School Guidance and Advisement provides leadership, advocacy, and collaboration at the school and district level to ensure the development, implementation, and evaluation of comprehensive school counseling programs that benefit all students. This includes personalized, integrated, culturally sensitive guidance, advisement, and student support services that focus on student achievement and personal growth while improving graduation rates, college-level course access, non-traditional course pathways for at-risk students, and academic advising and monitoring.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. An earned master's degree from an accredited institution. 2. Minimum of three (3) years of experience as a School Counselor or Guidance Director. 3. Certification in Guidance and Counseling required. 4. Demonstrated ability to deliver school counseling program interventions that promote student achievement, social/emotional development, and college/career readiness. 5. Advanced computer skills and use of software applications appropriate to the position's job responsibilities as required for the position. 6. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing. 7. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Provide leadership to ensure implementation of comprehensive school counseling programs at the school and district levels. 2. Advocate for students' needs based on school and district data and for the elimination of barriers for access and equity to a rigorous education for all students. 3. Assist school and district staff to develop policies and strategies to positively impact students and strive for counseling practices in line with National ASCA standards. 4. Collaborate with other District Leaders to support the professional learning of School Counselors and Graduation Coaches. 5. Remain current on best practices in Secondary School Guidance and coordinates and delivers regular meetings with School Counselors and Graduation Coaches. 6. Represent SLPS on community-based committees and work groups to increase services and student outcomes. 7. Coordinate with colleges and universities to develop and sustain partnerships and provide supervision for interns and field work students. Supports recruitment of Counselors and Graduation Coaches. 8. Develop and maintain systems that provide students and families with information and experiences that successfully prepare them for post-secondary educational, career, and personal opportunities including, but not limited to, individual student career portfolios.

9. In collaboration with the Instructional Technology Department, develop, update, and train school personnel in the use of technology-based systems which provide information to students and families, which enable guidance and related staff to easily access and analyze information, and enhance staff efficiency and program effectiveness.
10. Collaborate with agencies and organizations in the community for the purpose of expanding and complementing the school-based support services that are available to students and their families.
11. Collaborate with colleges/universities, professional organizations, foundations, and other entities for the purpose of assisting students/families with post-secondary planning, scholarships, and financial aid.
12. Collaborate with related staff to provide alternative or non-traditional education opportunities for struggling students and pathways at high needs schools.
13. Facilitate effective systems for the collaboration of graduation and promotion coaches with school-based guidance counselors and related staff.
14. Manage District/School course masters lists and monitor Department of Education Course Code Directory changes for accuracy and communicate changes impacting students and schools to relevant personnel to include school-based guidance staff, graduation coaches, promotion coaches and district staff.
15. Facilitate training for guidance counselors related to their role in ESOL/ESE compliance issues and collaborate with related district personnel to help improve efficiency and accuracy.
16. Support the needs of counselors new to the role through school visits, professional development and mentoring.
17. Collaborate with other departments within the district to ensure that major initiatives as well as administrative policies and procedures are consistent with the Federal, State and District regulations as well as the St. Lucie Public Schools Vision and Mission.
18. Consult with district staff responsible for home education and provide advisement for students enrolling through Student Assignment Office.
19. Provide guidance and advisement-related information and training for school administration, teachers, parents, support personnel and community representatives.
20. Coordinate activities that improve secondary articulation for secondary students to improve transitions and outcomes.
21. Perform and promote all activities in compliance with equal employment and non-discrimination policies of The School Board of St. Lucie County, Florida.
22. Participate, successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignment.
23. Review current developments, literature and technical sources of information related to job responsibility.
24. Ensure adherence to good safety procedures.
25. Follow federal and state laws, as well as School Board policies.
26. Perform other duties as assigned by the Supervisor.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.