



JOB TITLE	DEPARTMENT	REPORTS TO
Program Specialist: Guidance & Advisement	Secondary Programs & Non-Traditional Ed	Chief Academic Officer

Position No: 61210	Length of Work Year: 11 Months
Salary Schedule: IN11	Date Approved: 7/22/14
FSLA: Exempt	Date Revised:

JOB GOAL
To provide leadership and coordination of 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 and/or training in the field related to the title of the position. 3. Certification in Guidance required. Preferred experience as a Guidance Counselor or Guidance Director. 4. Computer skills as required for the position. 5. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Provide leadership and coordination for the implementation of integrated student support/guidance services that focus on student achievement and personal growth. 2. 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. 3. 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. 4. 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. 5. 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. 6. Collaborate with related staff to provide alternative or non-traditional education opportunities for struggling students and pathways at high needs schools. 7. Facilitate effective systems for the collaboration of graduation and promotion coaches with school based guidance counselors and related staff. 8. 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. 9. 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.

10. Support the needs of counselors new to the role through school visits, professional development and mentoring.
11. 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.
12. Consult with district staff responsible for home education and provide advisement for students enrolling through Student Assignment Office.
13. Provide guidance and advisement-related information and training for school administration, teachers, parents, support personnel and community representatives.
14. Coordinate activities that improve secondary articulation for secondary students to improve transitions and outcomes.
15. Perform and promote all activities in compliance with equal employment and non-discrimination policies of The School Board of St. Lucie County, Florida.
16. Participate, successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignment.
17. Review current developments, literature and technical sources of information related to job responsibility.
18. Ensure adherence to good safety procedures.
19. Follow federal and state laws, as well as School Board policies.
20. Perform other duties as assigned by the Assistant Superintendent of Secondary and Non-Traditional Programming.

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.