



JOB TITLE	DEPARTMENT	REPORTS TO
Program Specialist for Guidance and Counseling Pre-K to 5 th Grade	Student Services	Director, Student Services & ESE

Position No: 61210	Length of Work Year: 11 Months
Salary Schedule: IN11	Date Approved: 1/24/06
FSLA: Exempt	Date Revised: 5/20/14; 7/11/14; 5/19/22; 11/14/25

JOB GOAL
This position facilitates activities and professional development of school guidance counselors; organizes, supervises and coordinates programs associated with guidance and counseling.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Master's Degree or higher with Florida certification in Guidance and Counseling. 2. A minimum of three (3) years successful counseling experience. 3. A minimum of three (3) years successful experience in education. 4. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To provide leadership and coordination for the implementation of integrated student support/guidance services that focus on student achievement and personal growth. 2. To conduct regularly scheduled meetings with all elementary guidance counselors. 3. To plan and facilitate the implementation of professional development activities related to guidance services. 4. Support the needs of counselors new to the role through school visits, professional development, and mentoring. 5. 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. 6. 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. 7. 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. 8. To work and collaborate to compile and submit to DOE the annual District Guidance Report. 9. To facilitate the implementation of a research-based guidance curriculum district-wide for elementary schools. 10. To work collaboratively to update and monitor the District Guidance Plan. 11. To network with state universities for placement of guidance interns and practicum students in the district. 12. To consult with the Student Support Teams and Problem-Solving Teams in each elementary school for increased effectiveness. 13. To facilitate the maximization of the Medicaid billing process for guidance counselors. 14. To collaborate with the Departments of Student Services, Professional Development, Exceptional Student Education, and Teaching and Learning.

15. To 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. To perform assigned tasks in a timely and efficient manner.
17. To perform assigned tasks with a high standard of quality.
18. 18. To perform other work-related duties as assigned by district administration.

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.