



The School District of Osceola County, Florida

POSITION DESCRIPTION

TITLE: College and Career Counselor

QUALIFICATIONS:

1. Master's Degree from an accredited institution required with a valid Florida Teaching Certificate. Master's Degree in School Counseling preferred.
2. A minimum of three years successful experience in the field of education, psychology, college/career counseling, post-secondary education or a related field preferred.

REPORTS TO: Principal

POSITION GOAL: Responsible for planning and implementing a comprehensive college and career readiness counseling program within the school-based Comprehensive School Counseling Program, to maintain that all students graduate high school with a post-secondary plan.

PERFORMANCE RESPONSIBILITIES:

1. Develop college and career counseling goals that align and support the comprehensive school counseling goals, SIP, and District Strategic Plan.
2. Attend monthly College and Career Counselor PLCs.
3. Attend professional development offered by district, as well as state and national organizations, to stay current regarding legislation and compliance, and to meet program goals.
4. Coordinate and deliver college and career readiness core curriculum through classroom, small group, and individual lessons/advisement.
5. Monitor postsecondary plans and readiness data for all students.
6. Determine ACT/SAT waiver eligibility, distribute and track waivers and/or SAT/ACT registration - collaborate with teachers and school staff when applicable.
7. Coordinate post-secondary fairs and recruitment visits.
8. Complete recommendation letters and forms from colleges and scholarship agencies.
9. Coordinate Community and Parent events to support post-secondary plan awareness.
10. Facilitate Bright Futures application process and cleanup of records.
11. Assist students with college and scholarship application process.
12. Schedule appointments with parents to discuss postsecondary options and financial aid opportunities.
13. Organize and update resource materials related to academic and career advising for stakeholder access- FCAT/PERT/PSAT/SAT/ACT testing, postsecondary readiness, financial aid, upcoming events, Bright Futures, scholarships, college visits, college fairs, etc.
14. Facilitate faculty and staff training on identified needs.
15. Develop and maintain School Profile for use by postsecondary schools.
16. Participate in the quarterly review of school counseling program/activities, as they relate to college and career programming, and alignment with master schedule, making adjustments as necessary.
17. Complete mid-year review of program goals and monitoring of progress.
18. Gather stakeholder input using evaluation instruments such as pre- and post-test assessments, surveys, and questionnaires.
19. Utilize technology to streamline use of time, and support program implementation, i.e., plan for college visits, implement classroom guidance, PD to school staff
20. Analyze data by reviewing elements such as SAT/ACT registration, FAFSA completion, application(s) completion, to guide program direction and emphasis.
21. To perform other duties as directed by Principal or district curriculum administrator.

TERM OF EMPLOYMENT: Ten (10) months – Teacher Salary Schedule

EVALUATION: Performance in the position will be evaluated annually by the Principal