



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Coordinator of Guidance Services – K-Adult		Board Approved: May 5, 2009
Position Level: Administrative Salary Schedule	FLSA Status: Exempt	Reports to: Assistant Superintendents of Elementary and Secondary Education
May be assigned as: 10-month, 11-month, or 12-month		

GENERAL DESCRIPTION

Supervise and coordinate the district's guidance services program to include academic advertisement, developmental guidance programs, staff development, and department budget in support of the district's goals.

KEY RESPONSIBILITIES

- Supervise the coordination, planning, implementation, and evaluation of the district's guidance services program to support the district's goals.
- Implement a developmental K-Adult guidance program that includes social and personal skills and educational and career planning.
- Serve as a program leader and consultant to guidance personnel.
- Interact with national college testing programs such as The College Board, to ensure appropriate information is relayed to parents, students, and the College Testing Board.
- Coordinate the advertisement and promotion of college fairs.
- Meet on a regular basis with guidance personnel for the purpose of counseling program development, refinement, and implementation.
- Develop and provide workshops, inservice, and/or training for school administrators, supervisors, teachers, and school guidance personnel as needed/requested.
- Gather, interpret, and maintain information and statistics relating to the programs provided through guidance services.
- Participate in appropriate workshops and attend the meetings of state, regional, and local organizations to gather information to be shared with district and school leadership and guidance personnel.
- Assist in the development and implementation of appropriate policies related to admission, placement, and testing of students and the accurate recording and reporting of student information.
- Collaborate with Coordinator of Psychological Services and Director of Student Services in planning and response of Crisis Intervention Team as needed.
- Assist school guidance personnel with the evaluation of transcripts from private, out-of-state, and out-of-county schools.
- Assist guidance personnel and school leadership with the development and implementation of effective Response to Intervention (RtI) strategies to address both behavioral and academic concerns.
- Produce bulletins, guides, and/or directories related to the districtwide counseling program and distribute.
- Collaborate with the Osceola County Foundation for Education and other local and state agencies to enhance educational opportunities for Osceola County students.
- Assist with testing issues including district, state, and college testing.

Articulate with other departments to develop a comprehensive approach to student services.
Evaluate the guidance program and services at schools and recommend changes as needed.
Seek expansion of guidance services to students/parents through involvement with community agencies.
Work with supervisors in the evaluation and selection of guidance materials and equipment for new school.
Assist with the articulation issues as students move from elementary to middle to high school.
Assist middle/high school counselors with appropriate course scheduling of students.
Articulate with postsecondary institutions—colleges, universities, technical schools – to provide a smooth transition for students.
Provide direction for the maintenance, transfer, and utilization of student records.
Promote school counseling as a profession to increase applicant pool.
Coordinate the placement of guidance interns and practicum students.
Serve as district’s representative on various committees and task forces, as assigned.
Communicate the services available through the school system’s guidance program to the community.
Respond to parent concerns and community issues relating to the delivery of guidance services and educational planning.
Attend school or school system functions involving the Osceola County Public Schools.
Perform other duties as assigned by Supervisors.

CLASS SPECIFICATION

Position Title: Coordinator of Guidance Services, K-Adult	Reports to: Assistant Superintendents of Elementary and Secondary Education	Position Level: Administrative Salary Schedule
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KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	Master's Degree in Education and Certification in School Counseling Required.
<i>Work Experience:</i>	Minimum of five (5) years of successful school counseling experience and/or school administrative experience.
<i>Impact of Actions:</i>	Makes decisions and final recommendations, which routinely affect the activities of an entire department, facility, or school. Position duties may include responsibility for developing strategic plans for one or more facilities or schools.
<i>Complexity:</i>	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem-solving involves identification and analysis of diverse issues.
<i>Decision-Making:</i>	Supervision is present to establish broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to set objectives, coordinate activities with a department, or to complete a project. Actions taken may be based on similar situations encountered in the past.
<i>Communications:</i>	Requires regular internal and external contacts to discuss issues of moderate importance and to respond to inquiries. Also requires contact with officials at higher levels on matters requiring cooperation, explanation, and persuasion or with the public involving the enforcement of regulations, policies, and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within one department in the areas of compensation, staff selection, disciplinary action, complaints, employee performance, appraisal, and similar supervisory duties.
<i>Planning:</i>	Four to twelve months: Plan events that will occur during the year, and have some effect on the department's annual expenditures and/or revenues
<i>Job-Related Knowledge and Skills:</i>	Advanced Professional Skills: Requires extensive knowledge of the professional discipline and a working knowledge of related fields.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.