

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

CERTIFIED SCHOOL COUNSELOR - ADULT EDUCATION

Required Qualifications:

- Master's Degree and Florida certification in Guidance and Counseling
- Knowledge of skills and abilities in the areas of personality theory, counseling theory and practices, individual and group theory and practices, career and vocational theory and practices, special and exceptional student staffing procedures and federal, state and local laws regarding school practices

Desired Qualifications:

- Experience working with Adult Education students

Performance Responsibilities:

- Present lessons in academic success, career awareness and planning and social and personal growth and understanding
- Assist Adult Education students to maximize their educational experience by discovering and developing their special abilities
- Assist Adult Education students in understanding their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and work with Adult Education students in developing education and occupation plans in terms of such evaluation
- Assist Adult Education students in relating their interests, capabilities and aptitudes to life goals
- Provide individual planning sessions to Adult Education students in the areas of academic planning and success, career awareness and social and personal development based on sequential, grade appropriate objectives
- Communicate with Adult Education students regarding academic progress and graduation; work with Adult Education students on an individual basis in the solution of personal and academic problems
- Conduct structured, goal-oriented counseling sessions in systematic response to identified needs of groups of Adult Education students; themes include academic skill building, social skill development, career awareness, conflict resolution, family issues and making health choices
- Assist in Adult Education students' transition to post high school options
- Provide information and skills to school staff, administration and the community to enhance student achievement
- Assist Adult Education students to appropriate specialists, special programs and/or outside agencies
- Inform Adult Education students regarding pertinent test results and their implications for educational and career planning
- Advocate for equal access to programs and services for all Adult Education students

- Review the school counseling program annually with other district counselors and administrators; establish a planning calendar for activities
- Plan, implement, maintain and evaluate the systems necessary for the support, maintenance, and improvement of the school counseling program; activities include but are not limited to preparation of budget and production of printed materials, guides, etc., that support the program
- Participate in school decision making and in activities which contribute to the effective operation of the school
- Cooperate and collaborate with other professionals in enhancing the education of Adult Education students
- Effectively communicate with the administrators, teachers, staff, and Adult Education students as to the role of the school counseling program in the overall educational process of the school
- Adhere to the ethical standards of state and national school counselor associations
- Provide for own professional growth through an on-going program of professional reading; adhere to preferred practices prescribed by state and national school counselor associations, workshops, seminars, conferences and/or advanced course work at institutions of higher learning
- Test proctoring, master scheduling, student scheduling, balancing class size duties, pre-referral activities, temporary staffings and Exceptional Student Education (ESE) paperwork, 504 meetings, GPA's and case management
- Perform other duties as assigned by the Supervisor of Adult/Community Education and Volunteer Programs and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Supervisor of Adult/Community Education and Volunteer Programs and/or designee

Evaluation:

Annual evaluation done by the Supervisor of Adult/Community Education and Volunteer Programs and/or designee

Terms of Employment:

Part-time, hourly

Salary:

Salary based upon approved salary schedule – Additional Duty/Adult Education

Job Code:

61234

Board Approved: 05/18/10

Revised: 05/17/11, 07/30/13