

GREENWOOD SCHOOL
9920 Regency Square Boulevard
Jacksonville, Florida

POSITION DESCRIPTION

JOB TITLE: Guidance Counselor
DEPARTMENT: Administration
REPORTING TO: Principal / Dean of Students
DEPT. OF LABOR STATUS: Full-Time, with Benefits; Exempt

Requirements:

- Master's Degree in School Counseling, Psychology, Education, Leadership, Teaching or Exceptional Student Education preferred;
- Five (5) years (recommended) teaching experience (public or private sector);
- Experience in curriculum evaluation;
- Experience in student academic and conduct counseling/guidance; and,
- Evidence of effective communication skills, leadership potential, organizational skills, relationship building.

Duties and Responsibilities (Direct and Supervisory):

- I. Execute Guidance and Counseling Program.
 - A. Coordinate with Principal / Dean of Students to conduct 1-on-1 academic and career guidance sessions with students in grades 8 – 12 (minimum once per semester) and grades 6 – 7 (minimum once per year). Refer to Guidance and Counseling Program Standard Operating Procedure for specific focus per grade level.

- B. Coordinate with Principal / Dean of Students to verify and align Enrichment Courses for each grade level, in accordance with Guidance and Counseling Program SOP.
 - C. Teach Guidance-based Enrichment courses (no more than two classes per semester, once class likely dual enrollment).
 - D. Coordinate, with support from Dean of Students and Admissions Director, opportunities for Junior and Senior standing students seeking college and career placement assistance. These opportunities may include—but are not limited to:
 - 1. College campus visits and tours;
 - 2. Official information visits to Greenwood School by representatives from colleges, universities, technical and/or trade schools, and/or industry representatives.
 - 3. Publicizing opportunities and assisting students to complete applications for scholarships and/or apprenticeship training programs for post-graduation pursuits.
 - 4. Complete reference letters and submitting transcripts for college application.
 - 5. Organize and coordinate meeting and ordering for cap and gown.
- II. Assist Principal / Dean of Students to coordinate standardized testing programs.
- A. Support scheduling decisions, procurement of testing materials, and execution plans for standardized testing programs.
 - B. Assist with communication to students, faculty, and families concerning standardized testing programs.
 - C. Assist families with appropriate paperwork for obtaining official accommodations for students for standardized testing programs.

- D. Coordinate registration and administration of PSAT, ACT, SAT official testing sessions held at Greenwood School. (6-8 weekends a year for testing, extra compensation through SAT, and ACT)
 - E. Coordinate ASVAB testing (Schedule, administer, and deliver posttest interpretation to 11th and 12th graders)
 - F. Assist Principal / Dean of Students to record and publish to family's student testing results.
- III. Conduct non-academic Counseling
- A. Be available for counseling of students for non-academic/non-disciplinary issues.
 - B. Support Principal / Dean of Students if needed/requested for student disciplinary issues (i.e., witness, counseling/emotional support).
 - C. Coordinate with families for referrals and receipt of results for psychological-educational testing, to include teacher observation forms requested by medical professionals and/or families.
 - D. Attend parent conferences as needed.
- IV. Support Administration planning and programming decisions.
- A. Manage FLVS student requests and progress throughout course.
 - B. Attend senior meetings to give graduation information as needed.
 - C. Collect and record student volunteer hours.
 - D. Coordinate teacher evaluations for psychological-educational testing as needed.
 - E. Participate in scheduled Administration meetings, when needed.
 - F. Provide inputs to Leadership Team as requested by Head of School.
- V. Support Principal and Office Manager as needed for temporary coverage of faculty class periods.