



# TEACHER – GUIDANCE SERVICES PROFESSIONAL

## SUMMARY/SCOPE/GOAL

To perform ancillary guidance services in an efficient and professional manner.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- Bachelor's Degree from an accredited educational institution.

#### PREFERRED/DESIRED:

### CERTIFICATIONS/LICENSES/TRAINING:

#### REQUIRED:

- Certified in an appropriate area by the State of Florida.
- Valid Florida Driver's license.

#### PREFERRED/DESIRED:

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Manage and coordinate state and county testing.
2. Work with small groups and individual students.
3. Conduct workshops as needed; plan, organize and disseminate information.
4. Write warning letters/deficiency notices.
5. Provide in-service training to staff and parents as needed.
6. Maintain records as required.
7. Perform supervisory duties as required by the principal.
8. Assist in protection of students and school property.
9. Show sensitivity to students, parents, and community.
10. Fulfill the terms of any affected written contract and adhere to the Code of Ethics and Principles of the Professional Conduct of the Education Profession in Florida.
11. Assist in the enforcement of all federal, state and district regulations, policies, and procedures.
12. Coordinate career activities.
13. Organize orientation activities.
14. Coordinate activities and programs as required by the Guidance Department.

### OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

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### KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

#### JOB RELATED:

Demonstrate proficiency in educational testing and measurement practices; demonstrate oral and written communication skills; ability to analyze verbal and written data, planning and organizational skills. Able to work independently and to carry out assignments to completion with minimum instructions. Be able to work with others in cooperative and courteous manner. Demonstrate knowledge of computer operation; basic knowledge of technology, including the operation of general audio-visual equipment.

#### GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

#### EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

### PHYSICAL DEMANDS/WORK ENVIRONMENT

#### PHYSICAL REQUIREMENTS:

##### (M) MEDIUM WORK

Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

#### POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

#### TRAVEL:

Travel between sites rarely. Travel out of county rarely.

#### FOR HR USE ONLY:

<b>DIVISION:</b>	<u>Leading and Learning</u>	<b>DEPARTMENT:</b>	<u>Leading and Learning</u>
<b>TITLE CODE:</b>	<u>E0724</u>	<b>CONTENT BY:</b>	<u>Assistant Superintendent – Leading &amp; Learning (Elementary or Secondary).</u>
<b>GRADE:</b>	<u></u>	<b>COMPENSATION:</b>	<u>Human Resources</u>
<b>UNIT:</b>	<u>BFT</u>	<b>LABOR RELATIONS:</b>	<u>Karyle Green, Ed.D.</u>
<b>LAST BOARD APVD:</b>	<u>Unknown</u>	<b>CLASSIFICATION:</b>	<u>Beth Thedy, Ed.D.</u>
<b>SCHEDULE:</b>	<u>8 Hrs. – 10 Mos.</u>		

## TEACHER – GUIDANCE SERVICES PROFESSIONAL

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	4/27/2007	Developed	Director – Adult & Community Education
1.1	2/14/2014	Revised	
1.2	10/1/2021	New Format	Ellie Kelly – Human Resources
1.3	2/4/2022	Update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.*

*Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*