



Brooks-DeBartolo Collegiate High School

11602 N. 15th Street - Tampa, FL 33612

office phone: 813.971.5600

JOB DESCRIPTION: Guidance Counselor

General Summary:

The guidance counselor works directly with students, faculty and parents through individual planning, responsive services, and prevention education.

Essential Duties & Responsibilities:

- Develops a written, school-based guidance program
- Provides Individual student academic program planning
- Interprets cognitive, aptitude and achievement tests
- Collaborates with teachers to present guidance curriculum
- Provides individual counseling for students experiencing adjustment problems
- Makes referrals to appropriate support agencies for families and students
- Maintains privacy of student guidance records
- Attends IEP meetings
- Consults with the Assistant Principal concerning student scheduling
- Plans interactive college experiences for students and families
- Oversees the administration of standardized and state testing
- Collaborates with faculty and assistant principal to analyze student data
- Performs other functions as may be necessary to maintain a safe, caring environment.

Qualifications: The guidance counselor should meet the following c:

- A bachelor's or high degree from an accredited or approved institution.
- A valid full state certification.

Competitive salary along with an excellent benefits package which includes the following: medical, retirement and sick leave.