

## **Guidance Counselor – Bureau of School Improvement**

Application Deadline: March 31, 2010

Contact: Nikolai Vitti at [Nikolai.Vitti@fldoe.org](mailto:Nikolai.Vitti@fldoe.org)  
and Lena Anderson at [Lena.Anderson@fldoe.org](mailto:Lena.Anderson@fldoe.org)

Fax: (850) 245-0803

Phone: (850) 245-0426

Location: Tallahassee, FL (Turlington Building)

Salary Range: \$30,000 to \$50,000

Position Description – 48003030/48003533

The employee must be productive under tight timeframes, balance multiple and competing priorities and maintain goal-directed behavior and performance sometimes under stressful conditions. The employee must interact courteously with others. The employee's performance and behavior must demonstrate consideration of the workload concerns of others and must not negatively affect productivity and morale of the unit. Attendance is an essential function of this position.

Provide leadership in the areas related to counseling at the district/school level by:

- Conducting district-wide training on effective master scheduling development, student placement in alignment with Pupil Progression Plans, Response to Intervention (Rtl), data analysis and protocols to conduct data chats with students after assessments are administered, conflict resolution, anti-bullying, creating positive behavior systems, student identification for advanced placement classes, FACTS.org, applying to college, and parent involvement
- Improving counseling in the state's lowest performing schools
- Mentoring counselors in struggling schools
- Assisting Differentiated Accountability Regional Teams in identifying areas of concerns in counseling departments and to offer action steps to improve the area

Have knowledge of, be able to communicate clearly, and disseminate consistent, accurate, and timely information and legislation, State Board of Education rules, the Department of Education, Division of Public Schools and the Bureau of School Improvement policies and activities related to school improvement and accountability.