

**Hernando County School Board  
Florida**

FLSA: Exempt, Non-Union

<b><u>JOB TITLE SCHOOL COUNSELOR INTERN</u></b>
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**Required Qualifications:**

- Bachelor's Degree
- Must be enrolled in a master's degree program with a major in Guidance and Counseling or School Counseling
- Must be in their Final Internship in their master's degree program
- Or
- Must be Enrolled in a master's or higher degree with a graduate major in counseling other than guidance and counseling or school counseling as specified in subsection (1) of this rule that includes a minimum of six-hundred (600) clock hours of supervised internship with school-aged children and their families with at least nine (9) semester hours of graduate credit to include the following areas:
  - a. Student appraisal and evaluation methods in prekindergarten, elementary and secondary schools including interpretation and analysis of standardized tests and other assessment results that assist students in career exploration, academic skills and personal and social skill development;
  - b. College and career planning for prekindergarten, elementary and secondary school students including college and career exploration and knowledge of financial aid and financing of postsecondary education options;
  - c. Principles, philosophy, organization and administration of a comprehensive school counseling program in prekindergarten, elementary and secondary schools; and
  - d. Consultation skills and techniques for conferring with groups such as agencies, teachers and parents.
- Complete all pre-requisite course work towards a degree in Guidance and Counseling or School Counseling leading to compliance with state regulations for certification in School Counseling
- University or college requirement for length of internship
- Must be in their Final Internship in their master's degree program
- Recommendation from college/university or the district's Supervisor of School Counseling

**Desired Qualifications:**

- Ability and desire to work with teachers, social workers, school psychologist, placement specialists and administrators
- Ability to work with students and parents
- Ability to maintain confidentiality

### **Performance Responsibilities:**

- Assist the Certified School Counselor in presenting lessons in academic success, career awareness and planning and social and personal growth and understanding
- Assist the Certified School Counselor in helping the students to maximize their educational experience by discovering and developing their special abilities
- Assist the Certified School Counselor in helping the students in understanding their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and work with students in developing education and occupation plans in terms of such evaluation
- Assist the Certified School Counselor in helping the students in relating their interests, capabilities and aptitudes to life goals
- Assist the Certified School Counselor in providing individual planning sessions to students in the areas of academic planning and success, career awareness and social and personal development based on sequential, grade appropriate objectives
- Assist the Certified School Counselor in communicating with students and their parents regarding academic progress and graduation; work with students on an individual basis in the solution of personal and academic problems
- Assist the Certified School Counselor in conducting structured, goal-oriented counseling sessions in systematic response to identified needs of groups of children; themes include academic skill building, social skill development, career awareness, conflict resolution, family issues and making health choices
- Assist in students' transition to elementary, middle school, high school and to post high school options
- Assist in providing information and skills to parents, school staff, administration and the community to enhance student achievement
- Assist the Certified School Counselor in addressing school related problems and issues; refer students and their parents, as needed, to appropriate specialists, special programs and/or outside agencies
- Assist in informing students and their parents as to pertinent test results and their implications for educational and career planning
- Review the school counseling program annually with other district counselors and administrators; establish a planning calendar for activities
- Cooperate and collaborate with the Certified School Counselor in enhancing the education of students
- Adhere to the ethical standards of state and national school counselor associations
- Assist in planning, implementation and evaluation of school and district-wide programs that address problems, as well as assist with school reform efforts
- Perform other duties as assigned by the principal and/or designee
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**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 district's Supervisor of School Counseling and/or designee

**Evaluation:**

The evaluation will be conducted by the districts Supervisor of School Counseling in accordance with the university requirements. The School Principal and/or designee may complete an additional evaluation as necessary.

**Terms of Employment:**

10-month employment

**Salary:**

Salary based on approved salary schedule – School Counselor Intern

**Job Code:**

61236

Board Approved:

~~Revised:~~

School Counselor Intern Job Title