



Counselor

FLSA Status:

Exempt

Qualifications:

Demonstrated success in mediation & relationship building
Knowledge of Missouri's Model Guidance program

Certification and Licenses:

Valid Missouri Certification
Degree required to meet requirements for Guidance Counselor

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Salary Schedule:

Certified

Experience:

Teaching experience preferred
School Counseling experience preferred

Reports to

Building Administrator

Terms of Employment

Teacher contract days plus additional extended days as determined by the Board of Education with benefits according to Board policy.

Purpose Statement

Offers students counseling and comprehensive, developmental guidance services in the areas of personal/social, educational/academic and career/vocational growth and development which will enable them to live successfully and become contributing members of society.

Essential Job Functions

- Implements the Missouri Comprehensive School Counseling Program and curriculum.
- Guides and counsel groups of individual students through the development of educational and career plans.
- Works with small groups and individual students to resolve conflict, address trauma and provide the necessary level of support to ensure their success.
- Consults with teachers, staff and parents regarding the developmental needs of students.
- Assists students/parents to obtain community resources when deemed appropriate.
- Participates as a part of the Special Education team by attending team meetings.
- Serves as the 504 case managers for the building.
- Participates in the determination and implementation of interventions to address student needs.
- Supports the overall district's educational program through general consultation activities and committee work.

- Assists with the placement of students in appropriate career and educational settings.
- Strives to achieve the objectives and expectations of the Educator Performance Improvement Cycle.
- Consistent and regular attendance is an essential function of this position.
- Ability to work to implement the vision and mission of the district.

Other Job Functions

- Attends all meetings and training sessions as directed.
- Coordinates and facilitate state testing procedures.
- Assists administrators with the distribution and interpretation of standardized test scores for students and parents.
- Assists administration in coordinating counseling in crisis situations.
- Facilitates informational evening sessions for parents regarding financial aid, Advanced Placement coursework and college night (high school counselors).
- Attends IEP and 504 meetings according to caseload.
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Demonstrates effective human relations and communication skills.
- Adheres to all district rules, regulations, and policies.
- All other duties as required or assigned.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; preparing and maintaining accurate records; planning and managing projects; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and interpret highly technical information, write technical materials and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: stages of child development; codes/laws/rules/regulations/policies; community resources: and treatment modalities and assessment.

ABILITY is required to schedule a significant number of activities, meetings, and/or events: often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defend methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as a part of a team; and working with frequent interruptions.

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed in a generally clean and healthy environment.

Conditions and Environment

Employee will be required to regularly work inside and outside, which may involve inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees. The noise level could be occasionally loud.