



Job Description School Counselor

Employment Status: Full-Time

FLSA Status: Exempt

Calendar: 200 Days

Experience Required: Previous experience as a teacher or school counselor is preferred.

Minimum Education Requirements: Master's Degree in Guidance and Counseling.

Department: Guidance Personnel.

Direct Supervisor: Building Principal.

Primary Work Location: School setting.

Certification: Valid Missouri Guidance Certificate for the appropriate grade levels

Job Summary: The counselor's primary role is to provide support for all students academic personal, social, and career development through a defined support system including referrals, counseling, assessment, diagnostics, and report writing.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Maintain individual student Education Plans, Guidance Lessons, and College and Career Readiness according to Missouri School Improvement Program (MSIP V) standards.
- Input the master schedule into school records system.
- Manage student requests for enrollment and build classes and student schedules for spring, fall, and summer.
- Offer responsive services to students and families in crisis or in need.
- Counsel students with services indicated on their 504IEP, students in family transition, student's at-risk for retention, or emotionally escalated.
- Consult with teachers, professional staff, outside agencies, and other organizations such as mental health facilities, and law enforcement on behalf of students.
- Coordinate testing with the building principal.
- May work with individual cognitive intellectual tests for the purposes of identifying and placement of gifted students.
- Provide direct support service to individual students, small groups, and classrooms.
- Complete assessments, referrals, and counseling with students and families.
- Develop and maintain family outreach programs and community partnerships.
- Serve as a member of the family support team and other school-based teams.
- Complete reports as required by the school Principal, Federal, State, and local agencies.
- Conduct professional development workshop on identifying at-risk students.
- Make oral presentations of assessments, diagnostics, home visits, and observations.
- Foster a positive working relationship with area school counselors and administrators.
- Manage student enrollment and retention in career training programs.
- Participate in the special education referral/evaluation process as needed.
- Serve as a member of the district crisis response team.
- Perform related work as required.

Knowledge, Skills, and Abilities (KSA's) for Position



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An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- Group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

Skills

- Strong written and oral communications and skills.
- Good listening skills with superior relational skills.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

- Must work a flexible schedule that includes work in the summer months, and after hour activities when needed.
- Apply ethics and standards of professional practice in the delivery of school psychological services and observes relevant laws and policies that govern practice.
- Safeguard confidentiality of student records.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Effectively welcome and embrace differences among employees and citizens.
- Must be able to successfully complete a background investigation.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Effective Date:



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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date