

OZARK R-VI SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: COUNSELOR-HIGH SCHOOL

QUALIFICATIONS:

Preferred

- o Baccalaureate Degree in Education
- o Master's Degree in Guidance and Counseling

Required

- o Valid Missouri Certificate for Secondary Guidance and Counseling
- o Certified Psychology Examiner or meets district requirements for administering cognitive assessments

REPORTS TO: Principal and/or Executive Director of Student Services

JOB GOAL: To provide activities to meet the needs of the students, to consult with teachers, staff and parents to enhance their effectiveness in helping students, and to provide support to other high school educational programs

PERFORMANCE RESPONSIBILITIES:

1. Implements the secondary guidance curriculum by conducting guidance learning activities in the classroom and by consulting with and/or being a resource person for teachers to facilitate the infusion of guidance learning activities into the curriculum
2. Guides and counsels groups and individual students through the development of educational plans and career exploration
3. Counsels small groups and individual students with problems
4. Consults with teachers, staff and parents regarding meeting the developmental needs of students
5. Refers students with severe problems to appropriate community agencies in consultation with their parents
6. Coordinates, conducts or participates in activities which contribute to the effective operation of the school
7. Evaluates and revises the building guidance program
8. Administers and interprets evaluation instruments as required by the District Assessment Plan
9. Pursues professional growth.
10. Additional duties as directed by the building principal

TERMS OF EMPLOYMENT: Basic annual contract plus twenty days; compensation as per adopted salary schedule

TYPE OF POSITION: Exempt

EVALUATION: Evaluated annually by building Principal

APPROVED BY SCHOOL BOARD: February 21, 2019