

**OZARK R-VI SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: COUNSELOR (AT-RISK)

QUALIFICATIONS:

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 and junior high at-risk programs

PERFORMANCE RESPONSIBILITIES:

1. Finley River School
 - a. Provides individual and/or group counseling for all students attending Finley River School throughout the year
 - b. Consults with teachers, staff and parents regarding meeting the developmental needs of students
 - c. Refers students with severe problems to appropriate community agencies in consultation with their parents
 - d. Performs traditional counseling assignments (develop education and career plans, administer/interpret District assessments, maintains transcripts, schedules, etc)
 - e. Assists the Finley River School Director with other activities as needed to support students' needs and contribute to the effective operation of the school
2. Ozark High School
 - a. Enhancement Class – Monitors students' attendance, grades, and discipline referrals. Meet with students individually or in small groups as needed
 - b. Students at risk of dropping out – Monitors and advises students in danger of dropping out due to lack of attendance, failing classes, etc. Discusses other options (credit recovery, Finley River School, MO Opp, etc
 - c. STAT Team – Meets with the high school STAT team on a regular basis
 - d. Credit Recovery –Assigns students credit recovery as needed
 - e. Transition students – Meets with and monitors students coming out of facilities (e.g., C-Star) and students transferring back from Finley River School as they return to the Ozark High School. Meets with their teachers and counselor as needed
 - f. ISS – Tracks students with multiple ISS incidents and works with ISS teacher to monitor needs of students and for possible Finley River School referrals
3. Ozark Junior High School
 - a. Works with at-risk students one day a week at the under the direction of the junior high principal and meet with the intervention team on a regular basis
4. Additional duties as directed by the building principal

PHYSICAL DEMANDS: Sitting for long periods of time

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

EVALUATION: Evaluated annually by building Principals and Finley River School Director

APPROVED BY SCHOOL BOARD: February 21, 2019