

# SEDALIA SCHOOL DISTRICT #200

**Job Title: School Counselor**

## **Job Overview**

- Certified salary schedule
- Employed for 184 days as set in the annual calendar with extra days as assigned by Building Principal
- Reviewed annually with recommendation for re-employment by April 15
- Reports to the Building Principal

## **Qualifications**

- Master's Degree
- Counseling Certification by the State of Missouri
- Two or more years of classroom teaching
- Understanding of the role of school counselor and the public school's relationship to the community and the people served
- Capacity to make thoughtful decisions based on facts, knowledge and insight, and the courage to stand by the results
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression
- Ability to organize and plan effectively
- Possess an ethical and professional attitude toward colleagues and the policies of the District

## **Other Working Conditions**

- Employed in March with contract effective July 1
- Vacations, leave policies and fringe benefits as stated in Board policies
- Spend the necessary time required to fulfill the duties of the position
- Be a member and participant in the activities of professional organizations vital to the development of professional excellence
- Opportunity to continue professional preparation with the prior approval of Administration
- Opportunity to attend professional meetings at district expense
- Work cooperatively with administration and staff throughout the district

## **Responsibilities and Duties**

- Possess a thorough understanding of, and an ability to relate to, youth
- Capacity to accept criticism calmly and with dignity, and without adopting a defensive attitude
- Participate in the total educational program of the school and exhibit interest in the student activities both inside and outside the classroom
- Handle requests, misunderstandings, or difficulties through proper administrative channels
- Attend regular and special meetings as required by the administration
- Possess particular awareness of the cooperative nature of the counseling program in working with professional colleagues to promote the overall objectives of public education
- Informed and knowledgeable concerning innovative developments in counseling techniques and approaches
- Familiar with the specialized services of the schools and outside agencies designed to serve youth, and to make the appropriate referrals
- Monitor/consult with school health nurse regarding health-related issues reflecting student achievement

- Provide outreach, referral, and assistance to MoHealthNet eligible and potentially eligible children and their families
- Responsible for district student achievement assessment to include ACT, PLAN, SAT, PSAT, NAEP, and EOC testing
- Assist with maintaining student records
- Maintain communication and a working relationship with members of the staff and District Office staff
- Work cooperatively with the directors, district coordinators, and administrators in the supervision and coordination of the respective programs
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Building Principal

**DISCLAIMER**

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.