

Lead Walking Counselor

DEPARTMENT:	Support Staff	REPORTS TO:	Assistant Principal
WORK SCHEDULE:	10 months	COMPENSATION:	Support Salary Schedule
FULL/PART TIME:	Full time	FLSA STATUS:	Non-Exempt

Position Description

Promote and maintain an atmosphere conducive to academic learning and social interaction through high visibility, crisis prevention and intervention, and mediation working directly with students throughout the school. Supervise walking counselors to support a positive environment and culture for students and staff. Engage with students and staff on behalf of the district and high school, serving as a frequent front-line district representative directly supporting students.

Task Title	Essential Job Functions	Percent of Time Spent
Instructional Support	<ul style="list-style-type: none"> Instruct study skills classes for students. Assist teachers and principals in parent/teacher conferences as necessary. Perform substitute teacher duties as required with proper certification. Promote good relations so that students and staff are aware that support services are available for maintaining discipline and assisting students with schoolwork. 	50%
Culture, Safety, and Security Monitoring	<ul style="list-style-type: none"> Set the daily schedule for walking counselors. Build trust with students and staff to ensure positive relationships and support the school's culture. Maintain security of campus, including cafeteria, hallways, restrooms, parking lots (including carpool lane and bus dropoff/pickup), grounds, and neighboring areas. Conduct security and theft investigations as required. 	20%
Student Supervision, Behavioral Monitoring and Support	<ul style="list-style-type: none"> Monitor student conduct. Mediate and resolve disputes between students and parent or defuse crisis situations Provide counseling to ensure problems and disputes are addressed and resolved with appropriate actions. Support students in the Restorative Center and communicate with teachers who have students in the center. Supervise students during study blocks in a classroom setting. Supervise students during in-school suspensions and detentions. Assist students during passing time as well as assist students who may need help getting from one class to another 	20%
Data Reporting	<ul style="list-style-type: none"> Gather information regarding school security and behavior code violations and produce reports for teachers and principals 	10%

	<ul style="list-style-type: none"> • Collect attendance data. 	
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The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** Section of a department or group
- **Supervisory Activities:** Developing or training, Directing, Evaluating performance, Hiring, Scheduling
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact a small team or program

Qualifications

Required

- **Education:** 60 hours of college coursework

Preferred

- **Previous Work-Related Experience:** One or more years of experience working with teenagers
- Crisis prevention/CPI training
- Working knowledge of adolescent psychology and crisis management.
- First Aid certification

Knowledge & Skills

Knowledge

- **Basic:**
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
 - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being (e.g., basic first aid)
- **Intermediate:**
 - Administrative: Administrative and office procedures, functions and basic office tasks.
 - Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming (Microsoft Office products such as Word, PowerPoint, and Excel; mobile devices, use presentation equipment such as monitors and projectors on or off a network, printer/copier).
 - Customer and personal service: Principles and processes for providing customer and personal services.
 - Human Resources: Principles and procedures for staff recruitment, selection, training, compensation and benefits, labor relations, and HR information systems.
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.

- Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):**
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Active listening, Instructing, Management of personnel resources, Monitoring, Service orientation, Speaking,
- **Occasionally (Up to 2.5 hours or 32% of the day):** Active learning, Complex problem solving, Coordination, Critical thinking, Judgment and decision making, Learning strategies, Negotiation, Persuasion, Reading comprehension, Social perceptiveness, Time management, Writing
- **Rarely (Less than 1 hour or 12% of the day):** Mathematics, Troubleshooting

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Walking
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Finger Dexterity, Color Vision, Hearing, Standing
- **Occasionally (Up to 2.5 hours or 32% of the day):** Repetitive Motion, Sitting
- **Rarely (Less than 1 hour or 12% of the day):** Balancing, Carrying/Lifting, Climbing, Crouching/Kneeling, Multi-limb Coordination, Pulling/Pushing, Reaching
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Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
- *Heavy work:* Heavy work: Exerting 50-100 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-20 pounds of force constantly to move objects.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

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