

School Counselor

DEPARTMENT:	Guidance	REPORTS TO:	Principal or Asst. Supt of Student Services
WORK SCHEDULE:	10 months	COMPENSATION:	Certified Salary Schedule
FULL/PART TIME:	Full time	FLSA STATUS:	Exempt

Position Description

The school counselor implements the School Counseling Curriculum component through effective instructional skills and carefully planning structured group sessions. The counselor implements the Individual Student Planning component by guiding individuals and groups of students and their parents/guardians through the development of Individual Academic and Career Plans. The counselor implements the Responsive Services component through individual and small group counseling, consultation, and referral skills. The counselor implements the System Support component through effective school counseling program management and support for other educational programs. The counselor uses professional communication and interaction with the school community. The counselor fulfills professional responsibilities.

Task Title	Essential Job Functions	Percent of Time Spent
Implementation of School Counseling Curriculum	<ul style="list-style-type: none"> • Implement school counseling curriculum • Deliver school counseling curriculum through classroom lessons, educational activities, and other formats • Cooperate and work together with other staff members in planning, developing, writing, maintaining, and updating of curriculum and instructional goals, objectives, methods, and assessments. 	25% - 35%
Individual Student Planning	<ul style="list-style-type: none"> • Facilitate educational and career planning • Facilitate development of Individual Career and Academic Plans • Implement programs to assist students with transitions and development of social/emotional competencies • Coordinate work with students to analyze and evaluate various types of assessment data to form short-term and long-term plans with students and parents/guardians • Support and facilitate student referrals for 504 and special education 	20% - 30%
Responsive Services	<ul style="list-style-type: none"> • Provide individual counseling to students • Provide small group counseling to 	25% - 35%

	<ul style="list-style-type: none"> • students • Facilitate and contribute to processes needed to respond to crisis situations • Consultation with students, parents/guardians, teachers, and administrators • Provide referrals to outside resources • Provide the district input on policy and procedures 	
System Support	<ul style="list-style-type: none"> • Plan and manage tasks needed to support activities conducted within school counseling program • Participate in program evaluation and professional development • Communicate with administrators, teachers, staff, and students' families regarding student needs • Work alongside grade level teams to support student needs • Assist with coordination of state and local testing • Support the scheduling process 	10 - 15%

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:** N/A, not responsible for supervising employees
- **Supervisory Activities:** None
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact a small team or program

Qualifications

Required

- **Education:** Master's degree in school counseling or related field
- **Licensure:** Missouri school counselor certificate

Preferred

- **Previous Work-Related Experience:** 1 or more years of experience as a counselor

Knowledge & Skills

Knowledge

- **Basic:**
 - Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming.
 - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.
 - Human Resources: Principles and procedures for staff recruitment, selection, training, compensation and benefits, labor relations, and HR information systems.

- Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
- **Intermediate:**
 - Administrative: Administrative and office procedures, functions and basic office tasks.
 - Customer and personal service: Principles and processes for providing customer and personal services.
 - 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.
- **Advanced:**
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Active Learning, Active Listening, Coordination, Critical Thinking, Judgement/Decision-Making, Reading Comprehension, Service Orientation, Social Perceptiveness, Speaking, Time Management, Writing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Complex Problem Solving, Instructing, Monitoring, Negotiating, Persuasion, Troubleshooting
- **Occasionally (Up to 2.5 hours or 32% of the day):** Learning Strategies
- **Rarely (Less than 1 hour or 12% of the day):** Management of Financial Resources, Management of Material Resources, Management of Personnel Resources, Mathematics, Quality Control Analysis, Systems Analysis, Systems Evaluation, Technology Design

Working Conditions

Physical Demands

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

Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

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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