

Lone Jack C-6 School District



Job Title:	High School Counselor	Department:	Faculty
Reports to:	Building Level Principals	Classification:	Exempt
Type of Position:	Contracted	Length of Contract:	194 Days

Summary

The job of a High School Counselor was established for the purpose/s of implementing the Missouri Comprehensive Guidance and Counseling Program to meet the social-emotional and academic needs of all students through collaboration with teachers, staff members, parents, and community members.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities of a School Counselor

An individual who holds this position is required to:

- Implement the Missouri Comprehensive Guidance and Counseling Program
- Implement the building counseling curriculum
- Consult with and assist students, teachers, staff, and parents in increasing student achievement, meeting the developmental needs of students and provide support to other educational programs
- Participate in staff meetings; conduct and facilitate conferences with teachers, students, and parents; provide opportunities for parent education program; assist families with school-related problems; provide curricular support
- Assist the high school principal and staff in the registration of all students, helping to orient them to school procedures and its varied opportunities for learning, and ensure that they are enrolled in proper courses and subjects so as to meet the graduation requirements of the District
- Guide and counsel groups and individual students through the development of educational and career plans
- Provide resources and information to assist in career awareness and career exploration activities
- Provide orientation activities for new students and those transitioning from other buildings
- Pre-Code accommodations and modifications for standardized assessments
- Participate in building level assessment periods as a test coordinator and/or proctor
- Counsel small groups and individual students; session topics may include military deployment of a parent/guardian, self-awareness, anger management, grief or loss, behavior issues, substance abuse or attendance

- Acquaint students (and parents) with college entrance requirements, and help them to make a realistic comparison between the student's record and abilities, and the specific entrance requirements of the college in which the student is interested
- Arrange conferences with students for college admission officers who visit the high school
- Aid senior students with all of the processes of college application including application for financial aid where needed
- Oversee the calculation of senior grade point averages and class rankings, and processing of transcripts
- Prepare and supervise the processing of evaluations, recommendations, and other forms as required in connection with college applications
- Maintain an up-to-date file of alumni for the purpose of improving not only the guidance and counseling services, but also evaluating the effectiveness of the high school educational program as it relates to its graduates
- Act as a liaison to assist students and families with necessary resources coordinating with in district and community agencies
- Coordinate, conduct and participate in activities which contribute to the effective operation of the school
- Assist with scheduling and data management within the Student Information System
- Under the auspices of the principal, selects and administers, and/or coordinates the standardized testing efforts of the attendance area schools
- Participate in Crisis Counseling
- Evaluate and revise the building guidance program
- Pursue professional growth
- Perform such other tasks and assumes such other responsibilities as may be assigned by the Principal, provided such assignments do not diminish the effectiveness of the counselor

A valid Missouri counseling certificate and complete transcript(s) of college credit must be on file for each certified employee before the beginning of each new school year. It is the duty of each employee to possess a valid certificate that covers the academic year (the teaching assignment/s and all other areas listed on the certificate). The employee must assure that all professional development requirements and other DESE requirements are met to keep certification current.

Qualifications

An individual who holds this position is required to hold/maintain:

- Education
 - A minimum of a Bachelors Degree with emphasis in academic field
- Certificates, Licenses, Registrations
 - Valid Missouri Counseling Certification; Missouri Teaching Certification preferred.
- Experience
 - Graduate degree and experience, preferred.
- Clearance of District background check

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The work environment is consistent with a typical office environment. Rarely, an individual who holds this position must work outside in rain and snow, and temperatures above 100 degrees and below freezing.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

An individual who holds this position must frequently move in and around buildings and grounds to visit classrooms, attend meetings, and supervise students. The individual who holds this position must have the ability to drive during the day and night. They also may be required to sit for an hour or more at a time. This individual must be able to hear and engage in a conversation effectively in a noisy environment.

Attendance

Regular and consistent attendance is an essential function of this position.

Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Building Principal based on locally developed standards, which align to the Missouri Educator Evaluation System, Teacher Standards. These locally developed standards are consistent with the items listed in the Essential Duties and Responsibilities section of this document. The teacher will be considered for employment at the regular March meeting of the Board of Education, as per the recommendation of the Building Principal. Employment of teachers shall be in accordance with the provisions of Missouri Law, Section 168.

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.