

## Guidance Counselor

*Reports to: Principal*

### **Qualifications**

Education: Master's Degree

Certification: Appropriate Missouri Administrative Certification

Experience: Five years teaching experience, preferred

### **Other Requirements**

Clearance on background check that is satisfactory to the Senior Administration. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*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 Functions**

1. Consult with and assist students, teachers, staff, and parents in increasing student achievement, and provide support to other educational programs.
2. Provide a comprehensive guidance and counseling program for students appropriate to grade level.
3. Provide engaging activities to meet the needs of assigned caseload.
4. Implement the building guidance curriculum.
5. Guide and counsel groups and individual students through the development of educational and career plans.
6. Counsel small groups and individual student with problems.
7. Consult with teachers, staff, administration, and parents regarding meeting the developmental needs of students.
8. Refer students with severe problems to appropriate community agencies in consultation with their parents.
9. Coordinate, conduct, or participate in activities which contribute to the effective operation of the school.
10. Participate in Crisis Counseling.
11. Evaluate and revise the building guidance program.
12. Pursue professional growth.

*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**

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

*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.

### **Evaluation of Performance and Employment**

The evaluation of performance will be conducted by the Building Principal. The Guidance Counselor will be considered for employment at the regular March meeting of the Board of Education, as per the recommendation of the Building Principal.

### **Length of Contract**

183+ days

### **Type of Position**

Exempt

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.