

Counselor

Job Title: Counselor
Department: Instructional Support
Reports to: Principal/Director
Classification: Exempt
Category: Professional Staff

Summary

Counselors are responsible for providing support and services to students.

Essential Duties and Responsibilities

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.

- Be responsible for the delivery of selected portions of the guidance curriculum presently under development. This responsibility includes planning for and presenting to groups of students specific curriculum units during the school day.
- Advise and counsel individual students in response to their expressed needs. This assignment would include individual planning conferences and conferences resulting from student crises.
- Disseminate information about special programs available to students and the collection of information from students who are interested in these programs. Collect information for the selection of award recipients and the administration of the selection process.
- Administer necessary group and individual tests and inventories.
- Serve as a resource person for discipline problems and IEP's.
- Assist with college applications and recommendations.
- Assist students with schedule changes.
- Maintain updated student records.
- Assist in planning and implementation of advisement program.
- Be available when necessary beyond normal working hours for parent/student conferences.
- Conduct surveys as required.
- Advocate for the uniqueness of the students by demonstrating the ability to identify and investigate the developmental needs and learning capacities of the students served.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

Supervisory Duties

Supervise students at all times.

Qualifications

Education – MS in Guidance and Counseling.

Certificates, Licenses, Registrations - Valid Missouri Teaching Certificate.

Skills and Abilities

Language

An individual who holds this position must have the ability to:

Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance.

Complete forms, write reports and engage in written correspondence with parents.

Present information effectively and respond to questions.

Write clear and complete lesson plans.

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Computation

An individual who holds this position must have the ability to:
Work with mathematical concepts such as probability and statistical inference.
Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning

An individual who holds this position must have the ability to:
Solve a variety of problems in many different situations.
Interpret instructions presented in written, oral, diagram or schedule form.
Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students.

Other Skills and Abilities

An individual who holds this position must have the ability to:
Identify needs and abilities of individual students and to adapt instructional methods accordingly.
Establish and maintain effective relationships with students, peers and parents.
Perform multiple tasks simultaneously.

Technology

An individual who holds this position must have the ability to:
Perform basic computer functions such as word processing and internet use.
Use district software for recording grades and finding student information.
Utilize smart boards, projectors and other instructional technology provided by the district.

Physical Demands

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.

An individual who holds this position must have the ability to:
Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously.
Move around the classroom.
Read handwritten or printed material.

Hearing

The employee must be able to hear a conversation in a noisy environment.

Attendance

Consistent and regular attendance is an essential function of this position.

Conditions and Environment

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.

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising outdoor activities.