



# **Smithton R-VI School District**

505 South Myrtle, Smithton, MO 65350-1038

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David Bray  
Superintendent  
660-343-5316

Andrew Turner  
Principal PS-6  
660-343-5317

Jonathan Petersen  
Principal 7-12  
660-343-5318

Bryan Werner  
Asst Principal/AD  
660-343-5318

Dawn McNeeley  
Special Services  
660-343-5318

**POSITION: Elementary Level Counselor**

## **QUALIFICATIONS:**

1. Certification by the Mo. Dept. of Elementary and Secondary Education
2. Two or more years of successful classroom teaching experience is preferred.
3. Possess the skills and knowledge necessary to perform their assigned duties.
4. An understanding of the role of counseling in the total school program.
5. Commitment to a comprehensive guidance program.
6. Such alternative to the above qualifications as the Board of Education may find appropriate and acceptable.

**REPORTS TO:** Elementary Principal

**JOB GOAL:** To Encourage, Engage and Educate students of the District in grades K-6 by addressing each child's social, emotional and educational needs as it fits with the counseling program.

## **GENERAL RESPONSIBILITIES:**

1. Remains readily available to students so as to provide counseling/conflict resolution that will lead each student to increase personal growth, self-understanding, and maturity.
2. Takes an active role in interpreting the school's objectives to students, parents, and the community at large.
3. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and grade level abilities and helps identify students at risk. Examples would include screen and assisting with district gifted programs, identify students at risk and actively participate in the Student Success Team.
4. Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning. Takes role in Student Ambassador Club.

**Encourage**



**Engage**



**Educate**

5. Assists the principal in developing the master schedule of classes.
6. Confers with parents whenever necessary.
7. Implements the guidance curriculum component through the effective use of guidance skills such as to include socioemotional health, suicide education, cyber education, and grade level content. Lead Self Development team through curriculum and school based implementation.
8. Implements responsive services components (consultation, personal counseling, crisis counseling and referral skills). Develops a referral system to outside agencies as appropriate.
9. Implements the system support component through effective program monitoring and management.
10. Develop and maintain a school mentor program for students that are at risk or need of emotional assistance.
11. Screen and assist the identification of district gifted programs.
12. Other duties as assigned

**TERMS OF EMPLOYMENT:** Nine and one-half month contract with salary and work year established annually by the Board of Education.

**EVALUATION:** Performance of this position will be in accordance with Board Policy and Regulations using Performance-Based Evaluation Instrument.