



Smithton R-VI School District

505 South Myrtle, Smithton, MO 65350-1038

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David Bray
Superintendent
660-343-5316

Dawn McNeeley
Principal PS-4
660-343-5317

Brandon Wallace
Principal 5-8
660-343-5318

Jonathan Petersen
Principal 9-12
660-343-5318

Joanne Tyler
Special Services
660-343-5316

Bryan Werner
Athletic Director
660-343-5318

POSITION: Secondary-Level Guidance Counselor

QUALIFICATIONS:

1. Masters Degree and certification by the Mo. Dept. of Elementary and Secondary Education as a secondary level counselor and as a School Psychological Examiner.
2. Two or more years of successful classroom teaching experience.
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: High School Principal

JOB GOAL: To Encourage, Engage and Educate students of the District in grades 7 through 12 by addressing each child's social, emotional and educational needs as it fits with the counseling program.

GENERAL RESPONSIBILITIES:

1. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation.
2. Remains readily available to students so as to provide counseling that will lead each student to increase personal growth, self-understanding, and maturity.
3. Takes an active role in interpreting the school's objectives to students, parents, and the community at large.
4. Supervises the preparation and processing of college, scholarship, and employment applications.

Encourage



Engage



Educate

5. Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning.
6. Assists the principal in developing the master schedule of classes.
7. Aids students in course and subject selection.
8. Prepares student schedules.
9. Assists in developing and implementing a program to identify and meet the needs of students at risk of dropping out of school. Notifies the Department of Elementary and Secondary Education of any student who drops out of school.
10. Makes recommendations to colleges for admissions and scholarships.
11. Provides student information to colleges and potential employers according to provisions of the Board's policy on student records.
12. Arranges for aides and tutors to assist teachers.
13. Obtains and disseminates occupational information to students.
14. Confers with parents whenever necessary.
15. Helps students evaluate career interests and choices.
16. Keeps senior students and parents informed about each student's graduation status.
17. Administers group tests and works with the director/coordinator of special programs in administering individual tests.
18. Implements the guidance curriculum component through the effective use of guidance skills such as individual appraisal, individual advisement, placement, etc.
19. Implements the individual planning component through the effective use of guidance skills such as individual appraisal, individual advisement, placement, etc.
20. Implements responsive services components (consultation, personal counseling, crisis counseling and referral skills).
21. Implements the system support component through effective program monitoring and management.
22. 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.