

## **Counselor – High School**

### *Marshall Public School District Job Description*

**Position Title:** Counselor - High School

**Department:** Instruction

**Reports To:** Principal

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**SUMMARY:** To provide a comprehensive guidance program for students in grades 9-12 and specifically provide activities to meet the needs of their assigned case-load; consult with teachers, staff and parents to enhance their effectiveness in helping students; and provide support to other high school educational programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- 504 coordinator
- Counsels groups or individual students through the development of educational and career plans.
- Counsels small groups and individual students with problems; refer severe problems to appropriate community resources.
- Consults with teachers, staff and parents regarding meeting the developmental needs of students.
- Evaluates and revise the building counseling program.
- Conducts counseling activities in the classroom in conjunction with administration and teachers.
- Consults with teachers to facilitate the infusion of counseling learning activities into the regular curricula.
- Responds to crisis situations when appropriate.
- Serves as building testing coordinator and proctors PLAN, SAT-10 and PSAT exams.
- Facilitates ACT review days prior to each nationally scheduled ACT.
- Serves as building testing coordinator for state mandated MAP exams.
- Participates with the College Night and Financial Planning Event for students/parents.
- Provides scholarship information for students and parents through announcements and our district's website.
- Coordinates/Facilitates 9<sup>th</sup> grade orientation for Middle School Students planning to enroll at Marshall High School.
- Coordinates the enrollment of incoming freshman from the surrounding sending schools.
- Coordinates enrollment of students and development of 4-year educational plans.
- Develops, revises, and implements the master schedule.
- Serves as member of school Problem Solving Team for at-risk students.
- Attends IEP meetings of Special Services students at Marshall High School.
- Serves as a team member of the Freshmen Mentoring Program.
- Enroll and orient new students to the district throughout the school year.
- Schedules 9<sup>th</sup> grade parent/student conferences---providing information/resources for high school transition.
- Schedules 12<sup>th</sup> grade parent/student conferences---providing information/resources for post-secondary/technical education.
- Conference with parents on an as need basis, either school initiated or parent initiated.

- Maintain consistently a professional attitude in the handling of confidential materials.

**SUPERVISORY RESPONSIBILITIES:** As Assigned

**EDUCATION and/or EXPERIENCE:** Master of Education Degree in Counseling; Master of Science Degree in Counseling.

**CERTIFICATES. LICENSES. REGISTRATIONS:** Counseling Certificate (7-12); Counseling Certificate (K-12)

**EVALUATION:** Performance of this job will be evaluated by the principal in accordance with the guidelines and procedures established in the Missouri Department of Elementary and Secondary Education's Performance-Based Counselor Evaluation.

**TERMS OF EMPLOYMENT:** Ten+ month employee. Salary to be established by the Board of Education.

