Counselor - High School

Purpose Statement

The job of Counselor - High School is done for the purpose/s of implementing the Missouri Comprehensive Guidance Program. The four primary strands are: 1) Guidance Curriculum 2) Individual Planning 3) Responsive Services 4) System Support. More specifically, activities within these strands include: providing support to the instructional process with responsibility for helping students develop career/life goals; support student academic achievement; provide individual and group counseling to students; providing support during a crisis; work with community agencies; and partner with parents, teachers, support staff and the community.

This job reports to the Principal - High School.

Essential Functions

- Administers student interest surveys for the purpose of identifying student career path.

- Advises students and families on course selection for the purpose of securing appropriate placement and meeting their graduation and post-secondary eligibility requirements.

- Assists students in completing required application supplements (e.g. scholarships, college, etc.) for the purpose of encouraging completion of the application process within the designated time frames.

- Assists staff members with parent or district referrals for section 504 for the purpose of determining eligibility and educational modifications and/or accommodations.

- Collaborates with administration, staff, student, families and community for the purpose of supporting and/or solving educational and socio-emotional issues.

- Develops a variety of special programs (e.g. career night, financial aid workshops, parents meetings, etc.) for the purpose of providing information to assist students in the successful transition to post-secondary education.

- Monitors students' progress for the purpose of identifying issues and taking appropriate action for increasing student success.

- Participates in a variety of meetings (e.g. workshops, committees, community groups, etc.) for the purpose of gathering and sharing information related to job assignment.

- Partners with district coordinators (e.g. Internship, 504, Counseling Leads, etc.) for the purpose of ensuring consistency and leveraging knowledge and expertise.

- Performs individual and group counseling and guidance functions and activities (e.g. college, career, social-emotional, etc.) for the purpose of enhancing student success.

- Presents information of interest to a variety of staff, students and families for the purpose of communicating information that will aid them in the student's educational and socio-emotional development.

- Promotes scholarship, leadership/enrichment and club membership opportunities for the purpose of ensuring equitable access to all students.

- Serves as a case manager for 504 plans within assigned building for the purpose of ensuring plans are implemented accordingly.
Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; preparing and maintaining accurate records; planning and managing projects; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: stages of child development; codes/laws/rules/regulations/policies; community resources; and treatment modalities and assessment.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Masters degree in job-related area.

Equivalency: 

Required Testing:  
Praxis II  

Certificates and Licenses  
Missouri School Counseling Certificate

Continuing Educ. / Training: Maintains Certificates and/or Licenses

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt  
Approval Date: 5/24/2019  
Salary Grade: Certificated

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.