Job Description
Liberty Public School District

Extra Duty - Counselor Coordinator (Elementary, Middle or High School)

Purpose Statement
The job of Extra Duty - Counselor Coordinator (Elementary, Middle or High School) is done for the purpose/s of coordinating activities at the elementary, middle or high school level; disseminating and receiving information related to subject area; planning and implementing activities and/or special events; addressing operational issues related to their role as a coordinator of subject area activities at each school site; providing recommendations of expenditures for activities, equipment, and supplies that enhance the school programs; and serving as resource to school staff by providing support and guidance based on their subject area knowledge and experience.

This job reports to the Director of Special Programs.

Essential Functions
- Acts as liaison between counselors at the elementary, middle or high school level and district administration for the purpose of providing communication to the counselors, reporting work of the team to administration, and assuring the team's work is aligned to the District's strategic plan.
- Collaborates with Director of Special Programs to collect data, compile and submit reports for the purpose of continuously improving the program.
- Delegates responsibilities for projects and tasks to counselors for the purpose of ensuring consistency throughout the district and distributing workloads.
- Monitors inventory of instructional materials, equipment and supplies for the purpose of identifying required items to provide instruction in accordance with established curriculum.
- Participates in meetings, workshops, and seminars as assigned for the purpose of gathering and/or conveying information required to perform the functions.
- Performs counselor duties as outlined in the Counselor job description for the purpose of providing service to students and families.
- Plans and organizes departmental staff meetings for the elementary, middle and high school level for the purpose of communicating progress and work among staff within the department.
- Prepares a variety of written materials (e.g. student activities, correspondence, reports, internal audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information of the counselors and ensuring compliance with established guidelines.
- Provides recommendations of expenditures for activities, equipment and supplies for the purpose of enhancing the school programs.
- Provides orientation for new staff for the purpose of understanding schedules and other district processes and procedures.
- Responds to inquiries of other school personnel for the purpose of providing information, assistance and/or direction related to the grade level or special area activities.
- Serves as a resource to school staff for the purpose of providing support and guidance based on subject area knowledge and experience.
Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; applying pertinent laws, codes, policies, and/or regulations; coordinating activities with other schools, districts and/or agencies; facilitating program goals; organizing and communicating information and concepts; and overseeing financial transactions.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; 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: equipment used in activity/program; pertinent laws, codes, policies, and/or regulations; and relevant professional standards and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; dealing with frequent interruptions; meeting deadlines and schedules; providing leadership, direction, and team building; providing opportunities for the exchange of ideas; setting priorities; and working extended hours that may include evenings and/or weekends.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to effect 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, and significant fine finger dexterity. Generally the job requires 75% sitting, 15% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

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

Education: Masters degree in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

Missouri School Counseling Certificate

Continuing Educ. / Training

Clearances

Maintains Certificates and/or Licenses

Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt

Approval Date: 4/22/2019

Salary Grade: See Misc Stipends Salary Schedule

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.