

USD 416 Job Description-Counselor

TITLE: Counselor

PURPOSE AND OBJECTIVES OF THE POSITION: The Senior High School Counselor helps students attain an optimum level of personal and social adjustment. In order to coordinate a comprehensive counseling program, the Senior High School Counselor must work closely with the other staff and administration of USD 416.

RESPONSIBLE TO: Principal

PAYMENT RATE: According to Negotiated Agreement

ESSENTIAL JOB FUNCTIONS:

1. Help students attain an optimum level of personal and social adjustment.
2. Consult with parents, teachers, administrators, and supporting agencies concerning the needs and abilities of students.
3. Ensure that all activities conform to district guidelines.
4. Communicate effectively with members of the school district and community.
5. Work effectively with community organizations.
6. React to change productively and handle other tasks as assigned.
7. Support the value of an education.
8. Support the philosophy and mission of USD 416.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Masters degree from an accredited college/university.
2. Two years accredited teaching experience.
3. Current Kansas State Teaching Certificate on file in the Central Office.
4. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
5. Desire to continue career improvement.

JOB LOCATION/PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS

(Place(s) where work is performed): School buildings

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.

General Responsibilities:

1. Provide individual counseling and group guidance to help students cope effectively with personal, social, academic, career, and family concerns.
2. Consult with parents, teachers, administrators, and supporting agencies concerning the needs and abilities of students.
3. Implement a comprehensive appraisal process by:
 - a. selecting and administering appropriate ability, achievement, and interests tests, and
 - b. interpreting results to students, teachers, administrators, and parents.
4. Update and maintain confidential student records, including cumulative transcripts and student files
5. Identify students with special needs and make appropriate recommendations and referrals.
6. Implement an effective program of educational and career planning.
7. Schedule opportunities for students to visit with resource persons and recruiters about academic and career choices.
8. Maintain a current library of career and college information, and assist students in using the information effectively.
9. Provide information regarding financial aid and scholarships for college and vocational training.
10. Assist with enrollment to ensure that students complete courses appropriate to their needs and which lead to graduation.
11. Assist in a continuous program of student orientation.
12. Assist in making recommendations for school curriculum and instructional practices.
13. Assist with the activities of student organizations.

14. Attend and assist when necessary with school events such as freshmen orientation, musical programs, athletics, student recognition ceremonies, graduation, and open house.
15. See that district policies are observed during all activities.
16. Keep abreast of new information, innovative ideas and techniques.
17. Obtain advance approval of the Principal for all activities and expenditures.
18. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.

EQUIPMENT (*Machines, devices, tools, etc. used in job performance*):
Computer, telecommunications equipment (phone, fax, etc.), copier

TERMS OF EMPLOYMENT: Negotiated contract

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the USD 416 Board of Education's policy.