

SEDALIA SCHOOL DISTRICT #200

Job Title: School Counselor

Job Overview

- Certified salary schedule
- Employed for 184 days as set in the annual calendar with extra days as assigned by Building Principal
- Reviewed annually with recommendation for re-employment by April 15
- Reports to the Building Principal

Qualifications

- Master's Degree
- Counseling Certification by the State of Missouri
- Understanding of the Missouri Comprehensive School Counseling Program, the role of the school counselor, and the public school's relationship to the community and the people served
- Capacity to make thoughtful decisions based on facts, knowledge, and insight, and the courage to stand by the results
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression
- Ability to organize and plan effectively
- Possess an ethical and professional attitude toward colleagues and the policies of the District

Other Working Conditions

- Employed in March with a contract effective July 1
- Vacations, leave policies, and fringe benefits, as stated in Board policies
- Spend the necessary time required to fulfill the duties of the position
- Be a member and participant in the activities of professional organizations vital to the development of professional excellence
- Opportunity to continue professional preparation with the prior approval of the Administration
- Opportunity to attend professional meetings at district expense
- Work cooperatively with administration and staff throughout the district

Responsibilities and Duties

- Implement the School Counseling Curriculum component of the Missouri Comprehensive School Counseling Program through effective instruction on academic, career, and intra/interpersonal growth
- Implement the Individual Student Planning component of the Missouri Comprehensive School Counseling Program by guiding individuals and groups of students and their parents/guardians through education and career planning, transition activities, and decision-making
- Implement the Responsive Services component of the Missouri Comprehensive School Counseling Program through individual and small group counseling, crisis intervention, consultation, and appropriate referrals
- Implement the System Support component of the Missouri Comprehensive School Counseling Program through effective school counseling program management, including program evaluation, community outreach, committee participation, professional development, and other school support
- Use professional communication and interaction with the school community, including building staff and District Office staff
- Utilize and adhere to DESE/ASCA professional and ethical standards

- Develop and implement a variety of special programs for the purpose of providing relevant information, data, and research regarding students' intra/interpersonal development, academic development, and/or college/career awareness in accordance with the building and district goals and objectives
- Consult with teachers and parents regarding student problems related to academic, social, and emotional needs
- Participate in the total educational program of the school and exhibit interest in the student activities both inside and outside the classroom
- Handle requests, misunderstandings, or difficulties through proper administrative channels
- Attend regular and special meetings as required by the administration
- Be familiar with the specialized services of the schools and outside agencies designed to serve youth, and make the appropriate referrals
- Monitor/consult with the school health nurse regarding health-related issues reflecting student achievement
- Responsible for district student achievement assessment to include ACT, SAT, PSAT, NAEP, and EOC testing
- Work cooperatively with the directors, district coordinators, and administrators in the supervision and coordination of the respective programs
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Building Principal

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job. Other duties will be required to be performed as assigned by district administration.