

# SPRING HILL SCHOOL DISTRICT



<b>Title</b>	<b>Middle School/High School Counselor</b>
<b>Purpose</b>	The Middle School/High School Counselor helps students attain an optimum level of personal and social adjustment. In order to coordinate a comprehensive counseling program, The Middle School /High School Counselor must work closely with the other staff and administration of USD 230.
<b>Supervision</b>	Principal
<b>Payment Rate</b>	As per the USD 230 Master Agreement
<b>Benefits</b>	As per the USD 230 Master Agreement
<b>Required Qualifications</b>	<ul style="list-style-type: none"> <li>• Masters degree from an accredited college/university in school counseling.</li> <li>• Current KSDE License on file in the central office.</li> <li>• Two years accredited teaching experience.</li> <li>• Health and Inoculation Certificate on file in the central office.</li> <li>• Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.</li> <li>• Desire to continue career improvement.</li> </ul>
<b>Physical Requirements &amp; Conditions</b>	<ul style="list-style-type: none"> <li>• Requires prolonged sitting or standing.</li> <li>• Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials up to 20 lbs.</li> <li>• Occasional stooping, bending, and reaching.</li> <li>• Requires some travel.</li> <li>• Must work in noisy and crowded environments.</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• Help students attain an optimum level of personal and social adjustment.</li> <li>• Consult with parents, teachers, administrators, and supporting agencies concerning the needs and abilities of students.</li> <li>• Ensure that all activities conform to district guidelines.</li> <li>• Communicate effectively with all members of the school district and community.</li> <li>• Work effectively with community organizations.</li> <li>• React to change productively and handle other tasks as assigned.</li> <li>• Support the value of an education.</li> <li>• Support the philosophy and vision of USD 230.</li> </ul>
<b>Essential Functions</b>	<ul style="list-style-type: none"> <li>• Provide individual counseling and group guidance to help students cope effectively with personal, social, academic, career, and family concerns.</li> <li>• Consult with parents, teachers, administrators, and supporting agencies</li> </ul>

concerning the needs and abilities of students.

- Implement a comprehensive appraisal process by:
  - a. selecting and administering appropriate tests,
  - b. visiting with students and interviewing interested adults, and
  - c. interpreting results to students, teachers, administrators, and parents.
- Update and maintain confidential student records, including cumulative transcripts and student files
- Implement an effective program of educational and career planning.
- Schedule opportunities for students to visit with resource persons and recruiters about academic and career choices.
- Maintain a current library of career and college information, and assist students in using the information effectively.
- Provide information regarding financial aid and scholarships for college and vocational training.
- Assist with enrollment to ensure that students complete courses appropriate to their needs and which lead to graduation.
- Assist in a continuous program of student orientation.
- Assist in making recommendations for school curriculum and instructional practices.
- Assist with the activities of student organizations.
- Attend and assist when necessary with school events such as musical programs, athletics, student recognition ceremonies, graduation, and open house.
- See that district policies are observed during all activities.
- Keep abreast of new information, innovative ideas and techniques.
- Obtain advance approval of the Principal for all activities and expenditures.
- Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
- Other duties as assigned by the Principal, or other Administrative Staff.

6/13/22