



Unified School District 232, De Soto, KS

High School Counselor

Title	High School Counselor
Job Function	The Counselor helps students attain an optimum level of personal and social adjustment. To coordinate a comprehensive counseling program, the Counselor must work closely with the other staff and administration of USD 232.
Supervision	Principal or designee
Benefits	<ul style="list-style-type: none"> Salary according to current certified salary schedule Fringe benefits according to the Board of Education 12 days of paid leave
Required Qualifications	<ul style="list-style-type: none"> Master's degree in counseling Certified in school counseling from an accredited college/university Current Kansas Certificate on file
Physical Requirements & Conditions	<ul style="list-style-type: none"> Requires prolonged sitting or standing Perform all job duties effectively Regular attendance and presence at the job Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials Ability and willingness to visit family homes (i.e. home visits) if needed Occasional stooping, bending, and reaching Requires some travel Must work indoors and outdoors year-round Must work in noisy and crowded environments Must be able to protect self and others in case of an aggressive student or adult Must be able and willing to work with elevated students and respond appropriately Willingness to become CPI and ESI trained
Job Duties	<ul style="list-style-type: none"> Provide individual counseling and group guidance to help students cope effectively with personal, social, academic, career and family concerns. Work effectively with principal and building coordinator Consult with parents, teachers, administrators and supporting agencies concerning the needs and abilities of students. Implement a comprehensive appraisal process by selecting and administering appropriate ability, achievement and interests tests, visiting with students and interviewing interested adults

and interpreting results to students, teachers, administrators and parents.

- Update and maintain confidential student records including cumulative transcripts and student files.
- Ability to effectively communicate with students, families and school personnel
- Maintain appropriate licensure
- Deliver lessons to students and staff as applicable
- Help identify students with needs and make appropriate recommendations and referrals.
- Develop, implement, and monitor student 504 plans.
- Facilitate and conduct 504 meetings and annual reviews.
- 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.
- Keep abreast of new information, innovative ideas and techniques.
- Obtain advanced approval of the principal for all activities and expenditures.
- Adhere to all district health and safety policies.
- Actively grow and develop skill set as an educator
- Observe and evaluate student's performance and development
- Assign and grade classwork, homework, tests, and assignments
- Have knowledge and ability to study and implement philosophies and practices to promote success for learners at the high school level
- Manage student behavior, establish procedures and protocols, and maintain student discipline according to school and USD 232 policies
- Update and complete all necessary reports
- Regular attendance for the position
- Demonstrate professionalism
- Demonstrate collaboration
- Maintain confidentiality as outlined by FERPA and HIPAA
- Support and follow the mission, vision, and policies of USD 232
- Other duties as assigned