



## Job Description

Platte County School District

### School Counselor

#### **Purpose Statement**

The job of School Counselor is done for the purpose/s of providing and implementing a school counseling program for students. The counselor provides activities to meet the needs of the students; provides support to other educational programs; and implements an evaluation system to determine impact of the school counseling program as outlined by the Missouri Comprehensive School Counseling Program. These efforts support the counselor's role of helping to meet the academic, career, and social needs of students by providing individual planning, responsive services, and school counseling curriculum.

This job reports to Building Administrator

#### **Essential Functions**

- Assists parents/guardians, staff, and students with transitions (e.g. grade levels, schools, post-secondary, school to work, etc.) for the purpose of meeting students' individual needs.
- Collaborates with teachers, staff, and parents on the developmental needs of students (e.g. recommending outside resources, providing information, etc.) for the purpose of further enhancing student success in school.
- Collaborates with school officials, resource specialists and/or community organizations (e.g. IEP team, courts, child protective services, etc.) for the purpose of providing/receiving requested information and/or making recommendations.
- Counsels with students on variety of topics (e.g. problem-solving, post-high school planning, selecting classes, social/emotional issues, etc.) for the purpose of enhancing student success in school and beyond.
- Develops delivers, and/or coordinates classroom presentations and other educational activities within and outside the building/classroom for the purpose of assisting students in acquiring competencies that promote social/emotional, academic, and career development.
- Inform align, and monitor student's programs of study for the purpose of ensuring successful transition from secondary to post-secondary opportunities through an ICAP.
- Manages related activities and services (e.g. advisory councils, evaluations, professional development, outreach, advocacy, etc.) for the purpose of supporting the comprehensive school counseling program.
- Monitors students' progress (e.g. discipline, academics, social/emotional, etc.) for the purpose of identifying issues and taking appropriate action for increasing student success.
- Participates in the determination and implementation of interventions through general consultation activities and committee work for the purpose of assisting educational program in addressing student needs.
- Prepares a wide variety of materials (e.g. presentations, correspondence, records, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information on a variety of topics (e.g. social/emotional skills, enrollment, mental health issues, etc.) for the purpose of meeting individual needs of students.

- Provides responsive services to students and staff (e.g. individual and small group counseling, crisis intervention, consultation, referrals, etc.) for the purpose of providing the necessary level of support to limit interruptions to student learning and achievement.
- Researches program eligibility requirements (e.g. financial aid, programs of study, college eligibility, etc.) for the purpose of providing up-to-date, accurate counsel to students.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules student classes for the purpose of securing appropriate placement and meeting their graduation and college eligibility requirements.

### **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 need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: implementing assessment instruments; preparing and maintaining accurate records; planning and managing projects; and using pertinent software applications; analyzing data;.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: stages of child development; age appropriate activities/behaviors; Missouri Comprehensive School Counseling Program.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions; conflict mediation.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

#### **Work Environment**

Generally the job requires 50% sitting, 30% walking, 20% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is desired.

**Education (Minimum):** Masters degree in job-related area.

**Education (Preferred):**

#### **Required Testing**

None Specified

#### **Certificates and Licenses**

School Counselor Certification

Teaching Credential

**Continuing Educ. / Training**

Mandated Reporter Training  
District Required Trainings

**Clearances**

Criminal Background Clearance

**FLSA Status**

Exempt

**Approval Date**

**Revised Date**

**Salary Grade**