

REPUBLIC R-III SCHOOL DISTRICT

Job Description

School Counselor-Elementary

The School Counselor will work to help ensure that their school has a fully implemented comprehensive school counseling program that supports the academic, career, and social/emotional development of all students in grades K-5; through the delivery of the counseling curriculum, individual student planning, and responsive services. The comprehensive school counseling program includes activities organized and implemented by school counselors with the support of parents/guardians, teachers, administrators, and the community.

Qualifications

Master's degree or higher in school counseling, and have been certified as a school counselor by the Missouri Department of Elementary and Secondary Education. An undergraduate degree in Education is preferred.

Position Classification

Professional

Fair Labor Standards Act

Exempt

Supervisor

The Elementary School Counselor will report directly to the Building Principal

Duties

The duties of this counselor will include, but are not limited to the following:

1. Implement the Missouri Comprehensive and School Counseling Program
2. Counsel Small Groups as well as Individual Students
3. Facilitate building Student Intervention Team to help identify students who are at-risk or need academic, social/emotional or behavioral support
4. Work with parents/guardians to refer students to outside community agencies when appropriate

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5. Participate in, coordinate and conduct activities which contribute to the effective operation of the school to include Fair Share responsibilities
6. Coordinate yearly assessments
7. Pursue professional development
8. Perform other duties as assigned by the building principal

Revised: January 18, 2018