

**Counselor – High School
School District Job Description**

Position Title: Counselor - High School

Department: Instruction

Reports To: Principal

SUMMARY:

To provide a comprehensive guidance program for students in grades 9-12 and specifically provide activities to meet the needs of their assigned case-load; consult with teachers, staff and parents to enhance their effectiveness in helping students; and provide support to other high school educational programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned.

- Counsels groups or individual students through the development of educational and career plans.
- Counsels small groups and individual students with problems; refer severe problems to appropriate community resources.
- Consults with teachers, staff and parents regarding meeting the developmental needs of students.
- Works with other counselor(s) to evaluate and revise the building counseling program.
- Conducts counseling activities in the classroom in conjunction with administration and teachers.
- Consults with teachers to facilitate the infusion of counseling learning activities into the regular curricula.
- Responds to crisis situations when appropriate.
- Serves as building testing coordinator and proctors PLAN, ACT and PSAT exams.

Acknowledged _____

Date _____

- Attends 8th grade orientation at Middle Schools, evening parent meetings and other parent information.
- Coordinates enrollment of students and development of 4-year educational plans.
- Serves as building 504 coordinator.

SUPERVISORY RESPONSIBILITIES:

None

EDUCATION and/or EXPERIENCE:

Master of Arts degree in counseling, counselor endorsement.

CERTIFICATES. LICENSES. REGISTRATIONS:

Counseling Endorsement

EVALUATION:

Performance of this job will be evaluated by the principal in accordance with the guidelines and procedures established in the Missouri Department of Elementary and Secondary Education's Performance-Based Counselor Evaluation.

TERMS OF EMPLOYMENT:

Ten+ month employee. Salary to be established by the Board of Education.

Acknowledged _____

Date _____