

GODDARD USD 265
CERTIFIED JOB DESCRIPTION

POSITION: High School Counselor

RESPONSIBLE TO: Building Principal

EVALUATED BY: Building Administration

TERMS OF EMPLOYMENT: Board of Education Policy

JOB DESCRIPTION: Provides a comprehensive counseling program for all students; consults with and collaborates with teachers, parents, and staff to enhance their effectiveness in assisting students; and provides support to other school educational programs.

ESSENTIAL DUTIES:

- 1) Coordinate all counseling activities including leading, planning, counseling, working with, and communicating with students, teachers, and parents.
 - i. Collaborate with other school personnel to assist students in making a smooth transition to the next school; provide orientation activities for incoming students and their parents.
 - ii. Inform students and parents of test results.
 - iii. Plan and coordinate the enrollment of students; guide all students to develop career/educational plans through the teaching and/or supervision of career development activities.
- 2) Participate on the QPA process to promote school improvement efforts.
- 3) Coordinate building's standardized testing, reports the results as required to the director of student affairs; assists with training appropriate personnel for testing.
- 4) Assist Administration with scheduling academic, elective, and supplementary courses to benefit all students in pursuit of their goals.
- 5) Counsel with students individually and/or in groups to deal with problems including, but not limited to, career counseling, and vocational information, academic achievement, self esteem, parent / home, social, interaction with peers, behavior problems, diversity, sexuality, all types of abuse as they occur; refers students and/or parents to appropriate services.
- 6) Plan, schedule, and make classroom presentations on counseling topics.
- 7) Cooperate with school personnel in placing students with special needs in appropriate programs.

- 8) Make contact with substance abuse prevention groups and coordinate intervention activities.
- 9) Provide necessary communications between school and community referral sources.
- 10) Serve as a building resource person for administrator and staff; participates in parent conferences.
- 11) Consult with counseling peers when seeking advice, guidance and assistance.
- 12) Engage in research and follow-up activities to evaluate counseling techniques.
- 13) Consult with parents and administration to help provide an environment conducive to learning for all students.
- 14) Maintain a pleasant and safe counseling environment with resources readily available for a full spectrum of concerns.
- 15) Supervise assigned personnel as needed.
- 16) Coordinates building 504 plans.
- 17) Utilize technology, including but not limited to, office computer and administrative management software.
- 18) Have knowledge and ability to study and implement secondary school philosophy and practices to promote success for high school learners.

PROFESSIONAL DUTIES:

- 1) Demonstrate compassion, patience, and understanding of the diversity of all students. Students are treated with dignity and respect in all school settings.
- 2) Attend and participate in assigned staff/team meetings.
- 3) Attend and participate in assigned district and building in-service programs and activities.
- 4) Develop an individual plan for professional growth, which enhances district/building and individual goals.
- 5) Meet assigned building and district responsibilities.
- 6) Adhere to and support building and district policies, procedures, and regulations. Follow legal requirements, school board policies, or administrative regulations, i.e. emergency procedures, building behavior codes and interventions, harassment laws, confidentiality policies, and report requirements for child abuse, etc.
- 7) Present self in a professional manner, i.e. counselor's spoken language is audible and accurate; written language is legible; dress is appropriate to the counseling situation.
- 8) Follow appropriate channels in resolving concerns and problems.
- 9) Punctual and reliable.
- 10) Cooperative and supportive of students, families, and colleagues. Is respectful of others.
- 11) Maintain a cordial relationship with colleagues to fulfill professional responsibilities.
- 12) Interact positively with students and parents, i.e. daily school interaction and parent conferences/staffing.

- 13) Any certified teacher may be assigned to any classroom for which his/her license qualifies him/her, if such an assignment is deemed by the district or school administration to be in the best interest of the school/district program.

REQUIRED QUALIFICATIONS:

Master degree in area of Counseling and School Psychology. Certified by the Kansas Department of Education for grade level(s) served.

ATTENDANCE REQUIREMENTS:

As required in the contract and BOE policies.

PERFORMANCE ASSESSMENT:

Performance will be assessed by the building principal in accordance with district and state policies and approved regulations.

All duties and expectations for this job description will be in compliance with the counselor's contract.

I have received and read this job description.

Counselor's Signature

_____/_____/_____
Date

Principal's Signature

_____/_____/_____
Date