

**Counselor
Job Description**

Burrton, USD 369

Purpose: The PreK-12 Counselor helps students attain an optimum level of personal and social adjustment and provides support to school and district educational programs. In order to coordinate a comprehensive counseling program, the Counselor must work closely with other staff and administration of the District.

Responsible to: Principals/Superintendent

Payment rate: According to negotiated agreement

Qualifications:

1. Appropriate Master's Degree from an accredited college/university.
2. Two years' accredited teaching experience.
3. Current Kansas State Teaching Certificate on file in the Central Office for certification as a school counselor.
4. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
5. Desire to continue career improvement by enhancing skills and job performance.

Essential Functions:

1. Facilitate the personal, social, and intellectual development of students.
2. Consult and work cooperatively with parents, teachers, administrators, and supporting agencies concerning the needs and abilities of students.
3. Ensure all activities conform to District guidelines.
4. Communicate and work effectively and cooperatively with members of the school district and community.
5. React to change productively and handle other tasks as assigned.
6. Monitor student achievement, progress, and self-effectiveness
7. Work to implement the vision and mission of the District and building.
8. Work with a variety of technology/computer systems.
9. Model commitment and dedication to work.

10. Work independently and without supervision, and complete work in an efficient manner.
11. Uses voice and grammar correctly and effectively.
12. Is a constructive, contributing member of the staff.
13. As needed, plans and coordinates work of aides, assistants, parents and volunteers.

Physical Requirements/Environment Conditions:

1. Requires prolonged sitting or standing.
2. Regularly required to move around using hands, fingers, speaking, and hearing.
3. Must have physical stamina to maintain job responsibilities.
4. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
5. Might occasionally lift or move up to 10 pounds.
6. Occasional stooping, bending, kneeling, turning, and reaching.
7. Must maintain appropriate levels of personal hygiene and sanitation.
8. Must occasionally work in noisy and crowded environments with numerous interruptions.

General Responsibilities:

1. Provide individual counseling and group guidance to help students cope effectively with personal, social, academic, career, and family concerns.
2. Consult with parents, teachers, administrators, and supporting agencies concerning the educational needs and abilities of students.
3. Implement a comprehensive appraisal process by:
 - a. selecting and administering appropriate ability, achievement, and interesting tests,
 - b. visiting with students and interviewing interested adults, and
 - c. interpreting results to students, teachers, administrators, and parents.

4. Coordinate and supervise appropriate counseling field trips, college visits, etc...
5. Update and maintain confidential student records, including cumulative transcripts and student files.
6. Attend and assist when necessary with school events such as music programs, athletics, student recognition ceremonies, graduation, etc...
7. Keep student records confidential.
8. Work with classroom teachers to meet the counseling needs of students.
9. Serve as team leader as part of the General Education Intervention team.
10. Implement an effective program of educational and career planning
11. Work with students to update schedules and ensure appropriate monitoring of four-year plans.
12. Help students evaluate career interests and choices.
13. Supervise the preparation and processing of college, scholarship, employment applications.
14. Makes recommendations to colleges for admissions and scholarships.
15. Assists students in resolving conflicts.
16. Coordinates with classroom teachers to meet
17. See that district policies are observed during all activities.
18. Obtain advance approval of the Principal for all activities and expenditures.
19. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
20. Other duties as assigned by Principal or Superintendent.

Terms of Employment: Varies based on the specific position. Salary and work year to be in accordance with the current negotiated agreement.

Evaluation: Performance of this job will be evaluated in accordance with provisions of Kansas Statutes, Board of Education policy, and the negotiated agreement procedure on evaluation of certified personnel.