

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: High School Summer School Counselor

Reports To: Summer School Administrator

QUALIFICATIONS/REQUIREMENTS

- Certification in the appropriate area required for assignment (Counselor 9-12)
- Must be available to work all 16 days of the summer school program as well as attend the staff work day on the Monday prior to the start of summer school for a total of 17 staff work days.

ESSENTIAL JOB DUTIES

- Counsels with students on an individual basis in the solution of personal problems related to attendance, home and family relations, and health and emotional adjustment.
- Provide support activities that contribute to the effective operation of the summer learning programs.
- Advises administrators and faculty on the matters of student conduct.
- Collaborate with teachers and administrators to support students.
- Maintains student records and protects their confidentiality as necessary.
- Perform duties (e.g. early drop-off, breakfast or lunch duty, recess) based on summer school staff schedule.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other job-related functions as may be assigned by the summer school administrator due to staff schedule and course enrollment needs.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work calendar to be in accordance with current pay plan and District Policy.