

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Lead Counselor – Grades K-12
Reports To: Assistant Superintendent of Academic Services

SUMMARY

Provides increased communication among counselors and administration; enhances counselors' input; and increases continuity, cohesiveness, and coordination of curricular program and activities resulting in a more productive school counseling program for students.

QUALIFICATIONS/REQUIREMENTS

The Lead Counselor shall hold an appropriate Missouri counselor's certificate and shall have sufficient inter-personal skills to coordinate the professional efforts of co-workers within the schools.

ESSENTIAL JOB DUTIES

- Coordinates and articulates curriculum within the district.
- Together with administrators, counselors, and curriculum specialists, evaluates the strengths and weaknesses of the school counseling program and instructional materials.
- Assists in developing, implementing, and evaluating new ideas, methods and techniques.
- Participates in planning and implementation of curriculum changes to best meet student needs.
- Serves as leader and model for other counselors within the district.
- Keeps the Assistant Superintendent of Academic Services informed and advised on content school counseling problems, plans and progress.
- Prepares agenda and conducts counselor meetings at least one time per quarter.
- Supervises the counseling mentoring program.
- Meets with the Assistant Superintendent of Academic Services as needed.
- Acts as a consultant for the Assistant Superintendent of Academic Services with regard to strengths and weaknesses of school counseling programs and assists in the collection and dissemination of information for reports.
- Places counseling interns within the district.
- Collaborates with ESCs to build a cohesive team.
- Plans Professional Learning for Counseling Team Department

OTHER DUTIES AND RESPONSIBILITIES

Performs other appropriate duties as assigned by the Assistant Superintendent of Academic Services.

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 year to be in accordance with the current salary schedule and District policies.

EVALUATION

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of certified personnel.