

Wentzville R-IV School District
Position Description
Locator: 2.05

Position Title: Elementary School Guidance Counselor
Reports To: Building Principal

SUMMARY

Helps students overcome problems that impede learning and assists them in making educational, occupational, and life-long plans that hold promise for their personal fulfillment as mature and responsible men and women.

QUALIFICATIONS/REQUIREMENTS

The Elementary School Guidance Counselor will possess successful teaching experience, a valid certificate as a guidance counselor, and a Masters Degree or Its equivalent.

ESSENTIAL JOB DUTIES

- Counsels with students on an individual basis in the solution of personal problems related to such problems as attendance, home and family relations, and health and emotional adjustment.
- Provides group counseling and guidance activities for students and teachers.
- Maintains student records and protects their confidentiality.
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- Participates in the human growth and development program.
- Implements an in-service test administration and interpretation program for teachers.
- Provides in-service training in guidance for teachers and student teachers.
- Advises administrators and faculty on the matters of student conduct.
- Interprets the guidance program to the community.
- Coordinates and administrates required academic testing of students including any Board of Education required and/or state department of education required test.
- Interprets test results to parents including results of the individual screening program, group achievement tests, and intelligence tests.
- Consults with parents regarding child development socialization and parenting issues in addition to academic concerns.
- Participates in the Individual Education Program (I.EP.) staffings and in the Section 504 identification process.
- Serves as liaison and also makes referrals to agencies outside the school such as Children's Division, the courts, family services, psychiatrists, and counselors.

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OTHER DUTIES AND RESPONSIBILITIES

Any other duties assigned by the principal.

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. Days employed in excess of the established work calendar shall be payable at the employee's regular daily rate.

EVALUATION

Performance in this position will be evaluated annually in accordance with District policy on evaluation of instructional staff.