

Wentzville R-IV School District
Position Description
Locator: 2.04

Position Title: Secondary 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 Secondary School Guidance Counselor will possess a valid certificate as a guidance counselor, and a Masters Degree or its equivalent.

ESSENTIAL JOB DUTIES

- Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning.
- Aids students in course and subject selection
- Counsels with students on an individual basis in the solution of personal problems related to such problems as attendance, home and family relations, health and emotional adjustment.
- Works with students to achieve academic success by means of individual or group conference concerning attendance, study skills, progress reports, grades, promotion, appropriate placement, and high school graduation credits.
- Works to prevent students from dropping out of school.
- Works closely with special programs established by Board Policy such as in-school suspension program, special education staffing, section 504 identification and Individualized Educational Program (IEP) conferences.
- Obtains and disseminates occupational information to students and to classes studying occupations.
- Helps students evaluate career interests and choices, and assists students in pre-employment efforts and on-the-job placement.
- Confers with parents whenever necessary.
- Interprets the guidance program to the community.
- Provides in-service training in guidance for teachers and student teachers.
- Advises administrators and faculty on matters of student conduct
- Coordinates and administers required academic testing of students including any Board of Education required and/or State department of education required test.
- Maintains student records and protects their confidentiality.
- Selects, administers, and interprets standardized tests to assist students in making appropriate career choices.

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- Maintains a file of catalogs, school profiles, and scholarship aid information related to schools, colleges, and institutions offering post-secondary vocational training and education.
- Provides student information to colleges and potential employers according to provisions of the Board's policy on student records.
- Makes recommendations to colleges for admissions and scholarships.
- Meets with representatives of career/technical schools, academic colleges, and the military services to discuss their programs and requirements and arranges meetings with students.
- Serves as liaison and makes referrals to agencies outside the school such as Children's Division, the courts, family services, psychiatrists, and counselors.
- Conducts an annual follow-up study on high school graduates.

OTHER DUTIES AND RESPONSIBILITIES

Any other duties so 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.