

Counselor – Middle School
School District Job Description

Position Title: Counselor, Middle School
Department: Instruction
Reports To: Principal

SUMMARY: Counsels individuals and provides group educational and vocational guidance services by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Provides support services for students in the areas of academic programs, team teaching, registration, course planning, school rules and other matters;
- Assesses and counsels students based on observations, conversations and test results;
- Provides personal counseling for students, families and groups to help them learn greater self-understanding, acceptance of responsibility and better decision-making skills;
- Provides group counseling for interaction, communication and support skill development;
- Administers tests and diagnoses results in areas such as organization, memory skills, aptitude and preferences;
- Discusses test interpretations with parents;
- Handles new student orientation;
- Coordinates building tests (MAP, Stanford 10);
- Serves as building 504 coordinator;
- Assists high school counselors in preparing eighth grade student schedules for high school;
- Adjusts student schedules in SIS.
- Standardized test coordinator for building.
- Leads mental health team in crisis situation.
- Classroom guidance 25% of time based on Missouri guidelines.

SUPERVISORY RESPONSIBILITIES:

Student and student helpers.

EDUCATION and/or EXPERIENCE: M.A. in counseling. Specific Course work related to middle school. Computer skills desirable in Word Processing, Email, Spreadsheets, PowerPoint, Publishing, SIS Reports, SIS Scheduling, SIS Parent Contact Log.

CERTIFICATES. LICENSES. REGISTRATIONS

Degree or endorsement in counseling. Masters, Secondary 7-12 or ED. Specialist K-12 in Counseling.

Acknowledged _____

Date _____

EVALUATION: This position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

TERMS OF EMPLOYMENT: Ten-month employee. Salary to be established by the Board of Education.



Acknowledged _____

Date _____