



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Secondary Counselor
<i>Payroll/Personnel Type:</i>	10 Month
<i>Reports to:</i>	Principal

Position Summary:

The Secondary Counselor in a consultative and counseling role will work closely with teachers, other staff members, and parents, as well as with pupils. He/she will solicit the cooperation of significant adults in the lives of the pupil to facilitate appropriate change in environmental stimuli.

Essential Functions:

- Assist with the modification of behavior of all pupils
- Counsel with small groups of pupils selected because of similar problems
- Counsel with individual pupils
- Function as a team member with the social worker, nurse and other supportive personnel as the needs of pupils are explored
- Locate and use all available referral services
- Interpret test results to those who need to know and, when necessary, administer or assist in administering tests
- Work with administrators, teachers, pupils and parents in exploring career education and the world of work
- Assist all pupils in the selection of high school subjects to meet graduation requirements and post-high school plans
- Plan with all pupils career and post-high school plans
- Function as a member of the school staff in a counseling role sharing in the responsibilities of teachers
- Work closely with parents and community agencies
- Initiate and cooperate with others in conducting local research related to pupil needs and the success of school services in meeting those needs
- Keep required counseling records; collect, organize and analyze information about students from records, tests, interviews and professional sources
- Performs other duties as assigned

Experience:

- Health certificate (dated after June 1 of the previous school year)
- Acceptable references (two written)
- Acceptable personal traits – speech, appearance, character, attitude, etc., as observed

Education:

- Master's Degree in Guidance and Counseling or an equivalent
- Missouri State Teachers Certificate in area



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Knowledge, Skills and Abilities:

- Knowledge of theories of human development, learning, personality, and career development.
- Knowledge of assessment materials and techniques.
- Competent in administration and interpretation of individual intelligence tests.
- Ability to effectively communicate with students, parents, and school staff.
- Ability to analyze school adjustment and classroom climate.
- Knowledge of information services and community resources.
- Ability to work effectively as a member of a multi-disciplinary team.
- Competent in time management with attention to priority setting for goals and objectives

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee Date

Immediate Supervisor Date

Human Resources Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.



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