



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

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<b>Position Title:</b>	Manager, Counseling
<b>Payroll/Personnel Type:</b>	12 Month
<b>Reports to:</b>	Executive Director Student Support, Secondary Education Office

**Position Summary:**

The primary function of this position is to assure provision of appropriate counseling services to students. The manager has responsibility for assigning staff, monitoring programs and ensuring compliance with state guidelines.

**Essential Functions:**

- Ensure compliance with MSIP guidelines regarding the provision of counseling services in the district
- Assign counseling staff to schools based on stat standards
- Work in conjunction with the other Managers in Student Services to schedule staff as teams to school sites
- Work with the Secondary Education Officer to develop information for post-secondary options for students
- Assure appropriate provision of counseling services by making school visits, conferring with principals and school-based staff
- Develop materials and train staff on research-based practices and the provision of services Supervise counselors, make site visits, seek input from principals, conduct observations and provide written observation reports as requested by administrators
- Assist the district administrators, Executive Director of Student Services and principals implementing and interpreting programs to parents, educators and interested community and civic groups
- Represent the district as a liaison with other community groups in the mental health field
- Assist with the development and implementation of procedures and forms to ensure that parents' and students' rights are protected under federal law and in compliance with state regulations
- Maintain and share a working knowledge of current trends in counseling
- Assist in developing and implementing comprehensive staff development to improve the abilities of staff in working with students
- Performs other duties as assigned

**Knowledge, Skills, and Abilities:**

- Knowledge to be added

**Experience:**

- Missouri State Certification in counseling
- Minimum three years' experience in school counseling

**Education:**

- Master's Degree in related area
- Missouri State Certification in counseling

**Physical Requirements:**



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- 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.***