

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** Guidance Counselor

**Terms of Employment:** 9 month contract; 183 days

**FLSA Status:** Exempt

**Reports To:** Assistant Superintendent, Special Services

**Brief Description of Position:**

The primary function of the school guidance counselor is to provide a comprehensive competency-based counseling program focused on the learning, personal/social and career/vocational needs of all students.

**Qualifications:**

- Master's degree in School Counseling
- Must possess and maintain proper Missouri teaching certificate for the area/content to which he or she has been assigned.
- Excellent oral and written communication skills
- Skilled in human relations, leadership and conflict management
- Be able to analyze and offer problem-solving techniques
- Sensitivity to the developmental stages and well-being of all students
- Possess teaching skills to administer developmental guidance curriculum; organizational skills; computer literacy; and knowledge of the developmental guidance philosophy.

**Essential duties and responsibilities:**

- Counsel students with learning, physical, social, and emotional problems, through conferences held with students on the basis of teacher, parent, principal, or self-referral.
- Provide planned occupational information programs for the purpose of introducing the student to the world of work.
- Identify students with special needs.
- Maintain accurate and up-to-date permanent record folders.
- Consult with classroom teachers, school principal, visiting teacher, school nurse, psychologist, and parents relative to students and their problems.
- Interpret objective data to classroom teachers, parents, and students.
- Work closely with classroom teachers in planning and implementing group guidance sessions based on the developmental needs of all students.
- Arrange case conferences involving classroom teachers, visiting teachers, school nurse, psychologist, parents, principal, and community agencies.

- Acquaint teachers with psychological personnel and services available.
- Act as the liaison between school and community agencies in working on student problems.
- Coordinate the efforts of all specialists working on a case.
- Provide for articulation between the sending school and the receiving school.
- Perform other related duties as requested by the Director of the Special Services.

**Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Human Resource Coordinator

Revised: August 1, 2017