

Cape Girardeau Public School District No. 63
Job Description

Job Title: Guidance Counselor - CTC

Terms of Employment: 10 month contract; 183 days

FLSA Status: Exempt

Reports To: Principal

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:

- Provides direct support and guidance to students, small groups, and classrooms.
- Oversees the development and implementation of the secondary career programs.
- Assists In the admission and enrollment of students applying for secondary career programs.
- Assists students with the exploration and planning of post-secondary plans.
- Conducts school visits to present information about career center programs in an effort to recruit students.
- Develops and enhances positive student self-concept and attitude towards learning.
- Participates in ongoing professional growth and development.
- Communicates effectively and professionally with colleagues, parents, and students.
- Consults with other professional staff, sending school counselors, outside agencies, and other organizations as needed.
- Perform other related duties as requested by the Director of the Career and Technology Center.

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.

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, 2013