

Job Description: School Counselor

Guadalupe Centers Charter Schools are a free, open enrollment, public charter school currently serving students in Pre-K and grades K - 12. Guadalupe Centers Charter Schools are part of the Guadalupe Education System (GES) under Guadalupe Centers, Inc. It is sponsored by the University of Central Missouri. The vision of GES is to empower students to succeed in college and their chosen professions by providing a rigorous and enriching learning experience that develops highly educated, socially conscious, culturally competent, contributing members of society.

SUMMARY: Professional School Counselors hold responsibility to fully implement their Comprehensive Guidance Program addressing the academic, personal/social, and career development of all students through the delivery of guidance curriculum, individual planning, and responsive services along with system support activities. They are the primary school mental health providers as they deliver services to all students and families in every school as well as serve as the point of contact for Social Work and School Psychological Services. School Counselors are engaged in every facet of school and serve as the first line in each tier of interventions and consultations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

MAIN RESPONSIBILITIES:

1. Implement the elementary guidance curriculum.
2. Guide individuals and groups of students through the development of educational, personal and social goals.
3. Counsel individuals and small groups of children toward social and emotional growth.
4. Consult with and train teachers, parents to include Love and Logic classes, and staff regarding children's needs.
5. Refer children with problems and their parents to special programs, specialists and outside agencies.
6. Participate in, coordinate and conduct activities that contribute to the effective operation of the counseling program and school.
7. Plan and evaluate the counseling program needs of the school.
8. Pursue continuous professional growth.
9. Serve as the homeless coordinator for the elementary school and work with the Homeless Liaison with school and student goals.
10. Serve as the resource for all hotline issues.
11. Serve as part of the 504 team.

Illustrative Key duties:

1. **Implement the elementary guidance curriculum:** conduct classroom guidance activities in each teacher's class and/or systematically conduct developmental counseling groups for each grade level throughout the year, consult with and/or provide resources to teachers to facilitate their instruction of counseling content and to infuse counseling content in the regular educational curriculum.
2. **Guide individuals and groups of students through the development of life skills:** work with students in acquiring knowledge about and effective use of skills when interacting in the home, academic and peer environments.
3. **Counsel individuals and small groups of children toward social and emotional growth:** conduct structured, goal-oriented counseling sessions in systematic response to identified needs of individual or groups of children. Topics may include academic failure, family issues, child abuse, attendance and/or behavior problems, peer problems, and substance abuse. Serve as student advocate and avoid role of disciplinarian.

4. **Consult with and train teachers, parents and staff regarding children's needs:** conduct in service programs for faculty; act as a resource person for faculty, staff and parents; conduct conferences with teachers and /or parents; conduct or provide opportunities for parent education program which may include flexible work hours; write articles for parent newsletters, and assist families with school-related problems.
5. **Refer children with problems and their parents to special programs, specialists and outside agencies:** consult and coordinate with in-district and community-based specialists, such as school administrators, nurses, school psychologist, community-based counseling, service agencies, and physicians.
6. **Participate in activities that contribute to the effective operation of the school:** contribute to the school district and individual building goals for enhancing education; conduct in-service training, act as an advocate for groups or individual students as system decisions are made; actively engage with students at all times.
7. **Participate in the intervention team process:** assume an active role in implementing, monitoring, and adjusting educational plans for individual students with strategic follow up.
8. **Plan and evaluate the counseling program:** review the counseling program annually with staff and administration; establish the counseling department master calendar; evaluate learning activities as they are implemented; complete an annual counseling program evaluation.
9. **Pursue continuous professional growth:** attend state and local sponsored staff development offerings as budget allows; join associations; read professional journals and contribute to professional literature; attend relevant workshops and conferences sponsored by professional organization; take post-graduate courses.
10. **Serve as the Homeless Coordinator:** provide oversight and management of all issues related to homeless students.
11. **Serve as a 504 team member:** participate in all issues related to 504 plans.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required:

- Master's degree in Counseling.
- Counseling certification in the state of Missouri.
- Knowledge and experience in individual and group counseling.
- Pass Criminal Background Check and Family Care Registry.

Preferred:

- Spanish speaking.
- Experience in urban school setting.

Teachers hired by Guadalupe Educational systems who do not currently hold TESOL, ESOL, ESL, or similar credentials are required to work toward that goal within the first three years of employment. GES identifies several avenues through which teachers can fulfill this commitment.

Application Process:

If you are interested in applying complete an application on moreap.net and send your resume and letter of interest with your educator ID to opportunities@guadalupecenters.org. The application process includes two in- person interviews and teaching a sample lesson. If you would like to learn more about the schools before applying please visit us at www.guadalupecenters.org.

