



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

---

<b>Position Title:</b>	Substitute Counselor
<b>Payroll/Personnel Type:</b>	10 Month
<b>Job #:</b>	9022
<b>Reports to:</b>	Principal
<b>Shift Length:</b>	6.5 Hour Day
<b>Union Eligibility:</b>	Eligible

**Position Summary:**

The primary responsibility of the school guidance counselor in the St. Louis Public Schools is to implement a comprehensive guidance program that supports the developmental process of fulfilling the educational, vocational, psychological, and social needs of students on as needed basis. This guidance program assists students in making informed educational and career decisions. The school guidance counselor provides knowledge, helps the students develop character skills and other skills that contribute to effective learning, goal setting, and preparation for the future. Employees work under the general direction of the Manager of Counseling and 504 Services and within the Department of Student Support Services. Position on the Certificated Salary Schedule (Grant Funded)

**Essential Functions:**

- Consults with staff, administration, and parents regarding the developmental and academic needs of students
- Implements the Missouri Comprehensive Guidance Program model
- Guides and counsels' students through the development of educational plans, career exploration, and post-secondary options
- Consults and collaborates with teachers and principals regarding methods of helping children with problems and behavior dynamics
- Creates and maintains a Student Intervention Team (SIT) file for identified students in this process
- Creates and maintains a 504 Plan for identified students as required
- Assists in development and implementation of IDEA, 504 reports, and services
- Interprets test data to administrators, teachers, parents, and students
- Conducts individual and/or small group therapy counseling sessions to meet the needs of identified students
- Counsels students as directed by requirements of Individualized Educational Plans or 504 Plans
- Responds to requests for information or opinions on specific children or school problems from any level of administration and from community agencies with the appropriate signed consent for release of information
- Works collaboratively with building level administrators and staff to facilitate a functionally effective school
- Coordinates, conducts, and participates in activities that contribute to the effective operation of the school
- Acts as a liaison between the school and community agencies
- Serves as an advocate for all students
- Participates as an active member of the Student Support Services Team with the school nurse and school social worker
- Submits reports as requested by the Manager of Counseling and 504 Services and Executive Director of Student Support Services



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

---

- Creates and maintains a Professional Development Plan
- Attends workshops, in-services, and staff meetings scheduled by the Office of Counseling and 504 Services
- Annually earns a minimum of 20 professional development or continuing education hours
- Performs all other duties as assigned by the Manager of Counseling and 504 Services
- Performance of this job will be evaluated annually in accordance with provisions of the school district's policy on Evaluation of Personnel
- Performs other tasks as assigned

**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

**Experience:**

- Completion of internship requirements

**Education:**

- Bachelor's Degree (required)
- Master's Degree in Guidance and Counseling, or Education (preferred)
- Missouri Certificate in Student Services or counseling (required)

**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.**



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

---

**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.***