

**Description:**

The Ballard R-II school district is seeking a highly qualified candidate to fill a vacancy for the School Counselor/ RootEd position. Ballard is a K-12 district of approximately 110 students located on Highway 18 between Clinton and Adrian; within 45 minutes south of the KC metro area and 20 minutes west of Truman Reservoir. A bachelor's degree and a valid Missouri counseling certificate is required. Other certification is acceptable, but candidate must be able to obtain counseling certification within two years. Successful candidates will provide comprehensive guidance to students in grades K-12 to meet students' needs, possess the ability to actively engage students in mastering social skills, help high school students navigate their schedule, assist student with college preparation to include scholarship opportunities and completing the FAFSA, and consult with teachers, staff, and parents to enhance decision effectiveness. Additionally, a successful candidate will have the ability to provide opportunities for individuals to achieve their maximum potential.

**Essential Functions:**

- **School operation:** Coordinate, conduct or participate in activities which contribute to the effective operation of the school.
  - Conducts assigned activities from the administration, in conformity with the approved policies of the Board of Education
  - Interpret group test results to faculty and staff
  - Assist other school staff in the placement of students with special needs
  - Participate with the administration and faculty as a team member in the implementation of the district testing program
  - Evaluate and revise the building guidance program when or if needed
  - Maintains confidentiality and nonjudgmental views of children and families served
  - Administer necessary testing under the direction of the Special Services Director and Principal.
  - Pursue professional growth through journals, workshops, conferences and college courses.
  - Takes necessary and responsible precautions to protect students, equipment, materials, and facilities.
  - Makes provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
  - Continues professional growth through participation in developmental opportunities.
  - Performs campus supervision as needed or directed by supervisor.
  - Attends staff meetings and serves on staff committees as required.
  - Participates cooperatively with the principal
  - Assists the administration in implementing all policies and rules governing student life and conduct. Develops reasonable rules of behavior and procedures in the classroom and maintains order in the classroom in a fair and just manner. Encourages students to set and maintain standards of classroom behavior.
  - Makes effective use of time. Observes designated working hours per the job assignment.
  - Perform other reasonable oral and written requests of the building principal
- **Implement the elementary guidance curriculum:** Conduct guidance learning activities in the classroom as planned in conjunction with school administration and teachers to facilitate the infusion of guidance activities into the regular education curricula.
- **Guidance and counseling:** Engage with individuals and groups of students through the development of educational and career plans.

- provide orientation activities for students new to the school
- participate in orientation programs for incoming parents and students
- assist students in the transition from elementary to middle school to high school
- inform students and parents of test results and their implications for educational and career planning
- provide resources and information to assist in further career awareness and exploration activities with all high school students
- ensure that all seniors progress through each stage of the financial aid process, from FAFSA completion through verification
- understand and help students navigate each step of the college application process, including housing applications, scholarship applications and college orientation.
- **Counsel students:** Work with small groups and individual students with problems.
  - Conduct structured, goal oriented counseling sessions to meet the identified needs of individuals or groups of students.
- **Consult:** Work with teachers, staff, and parents regarding meeting the developmental needs of students.
  - Participate in staffing meeting for students evaluated for an IEP
  - Conduct in-service for faculty if needed
  - Conduct/facilitate conferences with teachers, students, and parents
  - Conduct or provide opportunities for parent education programs, assist families with school related problems
- **Refer students:** Understand when outside services may be needed and connect parents/families with appropriate community agencies.

The Successful Candidate Will:

- Develop a program of study that meets individual needs, interests and abilities of students.
- Prepares course objectives and outlines for course of study following curriculum guidelines or requirements of state and school.
- Assigns lessons, corrects homework, and provides students with positive feedback and constructive criticism on assignments.
- Administers tests to evaluate student's progress, records results, and issues reports or conducts meetings to inform parents of progress.
- Establishes and enforces rules for behavior and procedures for maintaining order among the students for whom they are responsible.
- Establishes positive secure relationships with students.
- Maintains discipline in the classroom.
- Recognizes and refers students encountering medical, physical and/or psychological problems seeking the assistance of district specialists as required.
- Establishes and maintains appropriate working relationships by actively communicating with parents and stakeholders.

Other information:

Send your completed packet (letter of interest, resume, completed certified application-found on our website, transcripts, teaching certification, and 3 letters of recommendation) to Stephanie Nold, Principal via email or US Mail to the following: [snold@ballard.k12.mo.us](mailto:snold@ballard.k12.mo.us) or 10247 NE State Rt. 18 Butler, MO 64730. You may also hand deliver your application to the address listed. Additionally, please follow up with a phone call to ensure your

application has been received at 816-297-2656 or if you have questions about this position please call. The position will be open until filled. Ballard R-2 School District is an equal opportunity employer. [www.ballardr2.net](http://www.ballardr2.net).