



# PUXICO R-VIII SCHOOL DISTRICT



481 N. Bedford

Puxico, Missouri 63960

Phone: 573-222-3762

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Mrs. Cindy Crabb, Superintendent

Mrs. Tammy Thompson, Elementary Principal

Mr. Todd Jenkins, Junior High Principal

Mr. Jordan Ellsworth, High School Principal

Mrs. Tracy Robison, Special Ed. Director

Ms. Jessica Benson, School Nurse

Mr. Jim Clark, Transportation Supervisor

Mr. Don McRoy, Technology Coordinator

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## Job Title: Junior High Counselor

**Classification:** Certified Salary Position

**Terms of Employment:** Number of teacher days on current adopted calendar + 20 extended contract days.

**Evaluation:** Position performance will be evaluated annually by the building level principal in accordance with provisions of the Board's policy on Certified Personnel Performance Evaluation.

**Qualifications of the Junior High Counselor:** The teacher will meet professional certification standards as set by state certification authorities.

**Job Summary:** Shall perform a variety of duties, but not limited to, those listed below as in accordance with the Puxico R-8 Board of Education policies, regulations, and administrative rules under the direction of the Building Principal. The responsibilities of the counselor are to serve as a consultant for teachers and parents in the area of counseling and guidance and to counsel with pupils in regard to their personal, educational and vocational goals.

### Responsibilities of the Junior High Counselor:

- Responsible for supervising and/or administering tests in the measurement of individual aptitude, intelligence, and achievements using nationally recognized instruments of such evaluation.
- Exhibit a high degree of interest in students, and be able to relate to the problems, needs and thinking of students as far it may reasonably be expected.
- Assist students in the selection of a vocation and provide concise information to the student to that end.
- Assist instructional staff with students who have psychological, emotional, or academic problems.
- Available to students as much as possible for conference concerning individual problems. Such conferences may be student or staff initiated.
- Inform the principal of matters which would have an adverse or damaging effect on school morale, discipline, or safety. The counselor is not expected to administer disciplinary action during their counseling duties.
- Work with the principal each year to develop a master course schedule.
- Create students' schedules with priority given to students' vocational needs and graduation requirements.
- Convene Success Team meetings for students at risk of failure and act as the liaison between the school and home.
- 504 Coordinator.
- Meet with students about academic and attendance concerns which might hinder grade promotion.
- Help administer testing as needed.

**Applications are available on the district website at [www.puxico.k12.mo.us](http://www.puxico.k12.mo.us).**

**Questions can be directed to Todd Jenkins, Puxico Junior High Principal.**

*The Puxico School District considers applicants for all positions without regard to race, color, religion, national origin, ancestry, age, religion, genetic information, marital status, pregnancy, sex, exercise of FMLA rights or disability, educational programs or activities, and as required by the Immigration Reform Control Act, hires only American Citizens and aliens who are authorized to work in the United States. All candidates will be considered on the basis of qualifications, training, experience, and the ability to perform the requirements of the position. Puxico R-8 School reserves the right to accept or reject any or all applications.*

#GoPuxico

**Stronger Community, Brighter Tomorrow**