

WENTZVILLE R-IV SCHOOL DISTRICT Position Description

Position Title: Lead Counselor – Grades PreK-12
Reports To: Executive Director of Student Services

POSITION SUMMARY:

The Lead School Counselor is critical in ensuring the effective implementation, compliance, and continuous improvement of comprehensive school counseling programs across the district. This position serves as a district-wide liaison, resource, and mentor, providing guidance on school counseling best practices, policy compliance, and program development to enhance student success, mental health, post-secondary readiness, and graduation outcomes.

QUALIFICATIONS:

Required:

- Master's degree in School Counseling or related field.
- Valid school counselor certification (per state requirements).
- Minimum of 5 years of experience as a school counselor.
- Demonstrated leadership and program coordination experience.

Preferred:

- Prior experience in a lead or supervisory school counseling role.
- Experience with college and career planning, NCAA eligibility requirements, dual-enrollment programs, and 504 plans.
- Strong understanding and implementation of best practices in promoting educational opportunities, meeting the needs of all students, and implementing trauma-informed practices.

ESSENTIAL JOB DUTIES

- Ensure district-wide implementation and evaluation of comprehensive school counseling programs in alignment with district goals and the Comprehensive School Improvement Plan (CSIP).
- Ensure compliance with state mental health mandates and the implementation of child safety and Social-Emotional Learning (SEL) as it relates to the WSD counseling curriculum.
Collaborate with the Executive Director of Student Services to oversee credit recovery practices and procedures to improve efficiency, reduce costs, and increase graduation rates.
- Design, coordinate, and deliver professional development for all counselors during district professional development days, including new counselors in the New Teacher Summit.
- Lead and facilitate monthly and quarterly leveled counselor meetings to build collaboration and share best practices.

- Develop, implement, and lead a New Counselor Mentor Program.
- Support building-level counseling PLCs and assist building administration in coaching or mentoring struggling counselors.
- Work collaboratively with HR and school leadership to recruit, interview, and recommend qualified school counseling candidates.
- Monitor counselor caseload numbers and help optimize counselor utilization.
- Assist in writing 504 plans and attending 504 meetings when the coordinator is unavailable.
- Collaborate with the 504 Coordinator to streamline processes across schools.
- Coordinate with ELL staff regarding placement based on ACCESS scores and handle international transcript evaluations.
- Support personalized graduation plans and ensure students meet all graduation and post-secondary requirements.
- Interpret transcripts and collaborate with schools to appropriately place incoming and transfer students.
- Provide oversight of NCAA course approval and student eligibility processes.
- Oversee the effectiveness of district-wide College and Career services.
- Utilize college and career planning management system to optimize student opportunities for exploration and meet state requirements for Individual Career and Academic Planning; analyze data and conduct follow-up meetings with high schools based on graduation readiness.
- Collaborate with the Success-Ready content lead to coordinate dual-enrollment programs and articulation agreements with colleges and universities.
- Serve as liaison to the College Board and work with the Director of Assessment on standardized testing programs.
- Collaborate with the Director of Technology on MOCAP regarding counselor and family questions, MOCAP course catalog, and monthly student participation follow-up, as well as conduct quarterly student grades follow-ups.
- Support Foreign Exchange program placement and compliance in collaboration with Student Services.
- Develop procedures for students who are under or over graduation credit requirements.
- Participate in retention discussions and provide counseling expertise on retention decisions.
- Collaborate with the Intervention Content Lead to implement Ci3T (Comprehensive Integrated Three-tiered Model of Prevention) with fidelity.
- Work with the Community and Public Relations Coordinator to support students.
- Support the development and evaluation of school-based counseling programs in collaboration with building leadership.
- Work with Lead ESC and Student Services to establish a district belonging programming to support the District CSIP goals.
- Write, manage, and evaluate grants that support school counseling initiatives.
- Possesses excellent interpersonal, communication, and collaboration skills.
- Demonstrate strong organizational and time management abilities.
- Positively collaborate with diverse stakeholders across multiple school sites.

- Effectively display leadership skills to mentor, coach, and guide school counseling teams.
- Utilize skills to proficiently analyze data and evaluate programming.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other appropriate duties as assigned by the Executive Director of Student Services.
- This position may need to provide support or coverage at buildings for counselors as needed.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position, and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with the current salary schedule and District policies.

EVALUATION

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of certified personnel.

Updated 06/04/2025