



K I R K W O O D S C H O O L D I S T R I C T

Employee's Job Title	WALKING COUNSELOR		
Pay Grade	Support Staff Salary Pay Grades		
FLSA Status	Non-Exempt		
Reports To	Principal Associate Principal Coordinator of Safety and Security		
Primary Duty	Promote and maintain atmosphere conducive to academic learning and social interaction through high visibility, crisis prevention and intervention as well as mediation for the student body throughout the school.		
Education and experience requirements including training, registration, licensure and accreditation	Completed 60 hours of college coursework. One or more years experience with teenagers and a working knowledge of crisis management strategies and adolescent psychology preferred.		
Physical effort required to achieve the functions of the job	Ability to stand for extended periods of time. Must be able to occasionally lift and carry up to 20 pounds. Ability to walk up to three miles. Ability to intervene and effectively diffuse conflicts of a physical nature. Regular attendance is a necessary and essential function.		
Mental effort required to achieve the functions of the job	Establish and maintain effective relationships with students, staff, and community. Must be able to communicate clearly both verbally and in writing. Must be able to effectively organize and prioritize work. Able to give and follow written and oral instructions. Must concentrate on multiple tasks simultaneously. Ability to work independently. Provides leadership and guidance to students. Ability to effectively supervise the Kirkwood High School walking counselor staff. Remain calm, use good judgment, and think quickly and rationally in difficult or stressful situations. Ability to make responsible decisions on behalf of the students, staff, and community of the Kirkwood School District. Ability to maintain strict confidentiality.		
Working environment	Able to work outside in varying, inclement weather conditions. Works under stress and danger of verbal and physical violence. Sometimes works under general office conditions. Always surrounded by pre-adolescents and teenagers.		
Tools and equipment used on the job	Computer, audio and visual recording equipment, telephone, copy machines, and occasionally use cars and/or bicycles to traverse school campus.		
Essential Job Functions			
			% of time
	1	Maintain security of campus: cafeteria, hallways, restrooms, parking lots, grounds, and neighboring areas; conduct security and theft investigations as required; collect data on school security and behavior code violations to ensure environment is maintained for students, staff, and community.	40
	2	Monitor student conduct; mediate and resolve disputes between students and crisis situations; provides counseling to ensure problems and disputes are addressed and resolved with appropriate actions.	35
	3	Gather information regarding school security and behavior code violations and produces reports for teachers and principals; assist teachers and principals in parent/teacher conferences as necessary; perform substitute teacher duties as required with proper certification; promote good relations so that students and staff are aware that support services are available for maintaining discipline and assisting students with school work.	15
Secondary Job Functions	1	Provide supervision during the students' study block in a classroom setting.	5
	2	Collect attendance and assist in mail deliver to teachers and support staff.	5
	3	Supervise In School Suspension.	

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.