



Date Adopted: 6/25/2009

Salary Schedule: CORE

Job Description **ELEMENTARY COUNSELOR**

BASIC FUNCTION

Under the direction of a Student Services Administrator or Principal provide counseling and guidance services to students; identify and counsel students with special needs and behavioral social and school adjustment problems; make referrals to other community resources, support groups and social service agencies as appropriate.

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)

- Provide, group and classroom guidance counseling to students; confer as needed with parents, teacher and others regarding student needs including school achievement and school wide positive behavior plans.
- Identify and counsel a variety of students with special needs including truants, potential dropouts, under achieving and academically deficient individuals and students with social, emotional, or behavioral problems.
- Provide and conduct home visits as appropriate; provide crisis counseling services as needed.
- Refer students to social service and governmental agencies, support groups and other community resources as appropriate; consult with law enforcement agencies regarding students as necessary.
- Collaborate with appropriate site and district staff to develop and present parent and student workshops for low achieving students.
- Train and provide work direction and guidance to assigned staff; assign and review the work of staff.
- Prepare records and reports related to the assignment; prepare letters to parents, reports, referrals and related documents.
- Maintain current knowledge of community resources and recent trends of counseling techniques.
- Communicate with District personnel, school staff, parents, students and public agencies regarding student placement, referrals, services and related issues.
- Coordinate counseling and conflict mediation groups to enhance student communication skills; provide crisis counseling as needed; consult parents concerning students with social or behavioral problems.
- Utilize diagnostic and assessment procedures as appropriate; gather, organize and interpret data regarding students to present information to teachers and parents.
- Prepare and deliver oral presentations as requested; attend and participate in a wide variety of meetings, conferences and seminars.
- Attend and participate in school guidance meetings such as site attendance meetings, School Success Team meetings, 504 meetings, Positive Behavior Support Plan meetings, and IEPs.
- Operate a variety of office equipment including a computer and assigned software.
- Perform related duties as assigned.

QUALIFICATIONS***Knowledge of:***

- Effective Personnel and academic counseling techniques and procedures.
- Counseling theory, ethics and associated legal confidentiality requirements.
- Principals, practices and procedures of educational counseling.
- Specific laws regarding minors and child abuse reporting.
- Applicable sections of the state Education Code and other applicable laws, rules and regulations
- Curriculum and promotion requirements.
- Normal and abnormal child behavior and development.
- Behavior modification techniques and strategies.
- Positive Behavior Support Plan development and monitoring for general education students.
- Student assistance programs.
- Community referral resources.
- Principles of training and providing work direction and guidance.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Record-keeping and report preparation techniques.
- Operation of office equipment including a computer and assigned software.
- Oral and written communication skills.
- Public speaking techniques.

Ability to:

- Provide counseling and guidance services to students.
- Identify and counsel students with special needs and behavioral, social and school adjustment problems.
- Make referrals to other community resources, support groups and social service agencies as appropriate.
- Assess student needs and develop viable plans and alternatives.
- Plan, prepare and conduct individual, group and classroom counseling sessions.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of applicable laws, codes, rules and regulations.
- Set limits and personal boundaries for students.
- Train and provide work direction and guidance to assigned staff.
- Prepare and deliver oral presentations.
- Complete work with many interruptions.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Meet schedules and time lines.
- Maintain confidentiality of sensitive and privileged information.
- Maintain records and prepare various reports.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment and computer assigned software.
- Maintain consistent, punctual and regular attendance.
- Sit or stand for extended periods of time.
- Hear and speak to exchange information and make presentations.
- See to read a variety of materials and monitor student behavior.
- Move hands and fingers to operate computer keyboard.

EXPERIENCE & EDUCATION REQUIRED

Minimum 3 year work experience in Elementary school counseling or Elementary school social work setting preferred. Any combination equivalent to: Bachelor's Degree in Psychology, Social Work or related field and sufficient training and experience to demonstrate the knowledge and abilities listed above. Masters degree recommended.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

Valid Pupil Personnel Services Credential, with school counseling or social work emphasis.

WORKING CONDITIONS

Environment:

Office and classroom environment.
Constant interruptions.

Hazards:

Potential exposure to volatile and emotional individuals.