




JOB DESCRIPTION

	<h1>JOB DESCRIPTION</h1>		
Number:	Title:	School Counselor, Elementary School	
Nature of Position	This position is responsible for leading students to understanding themselves, to achieve to their capacity, and to make appropriate decisions through personal, educational, and career counseling and support services.		
Reports To	Title: Principal		
Education	Required	<ul style="list-style-type: none"> • Masters' degree from an accredited college or university 	
	Preferred	<ul style="list-style-type: none"> • 	
Experience, Skill, and Certification	Required	<ul style="list-style-type: none"> • Certification as a school counselor 	
	Preferred	<ul style="list-style-type: none"> • Experience as a teacher 	
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Teaches and/or assists in teaching counseling curriculum activities in the classroom. 2. Conducts groups outside the regular classroom for students with identified interests or needs. 3. Serves as an advisor to a small group of student advisees, leads group activities with his advisees, and/or coordinates a team of teacher advisors. 4. Selects, instructs, and supervises students helping students. 5. Facilitates student growth and development by training teachers through staff development to assist students. 6. Assists students in exploring, selecting, and following through on alternative to achieve their life goals. 7. Assists students in assessing their unique characteristics through inventories, interviews, etc., and in processing information about themselves. 8. Supports students experiencing problems. 9. Consults with parents, teachers, other educators, and community agencies regarding behavior change strategies for resolving student problems. 10. Maintains and disseminates current information to students relating to self-exploration, career exploration, postsecondary education information, occupational information, and community resources. 11. Utilizes professional resources of the school and community to assist students. 12. Assesses the counseling needs of the students, faculty and community and designs a program addressing these needs. 13. Develops appropriate materials for staff development, classroom support, and group counseling sessions consistent with program goals. 14. Assists in the management of the testing program. 15. Serves as a public relations person to promote the school counseling program. 16. Manages the student record system. 17. Attends in-service programs as required. 18. Performs other duties as necessary for the effectiveness of the organization. 		
Terms of Employment	Incumbents will receive an annual contract. The work calendar will be 190 days. Salary will be determined based on level of certification and allowable experience. Revised 01-14		
Approvals	Director Level		DATE
	Chief Level		DATE
	Human Resources		DATE
	Superintendent		DATE



JOB DESCRIPTION SUPPLEMENT

Number:	Title: School Counselor, Elementary School
Non-Essential Responsibilities	<p>A responsibility is considered to be “non-essential” (for the purposes of compliance with the Americans with Disabilities Act) if:</p> <ul style="list-style-type: none"> • it is shared between multiple incumbents in the job; or • it could be performed by an employee in another job within the workgroup. <p>Note the responsibility number from the list in the “Duties and Responsibilities” section for those responsibilities that could be considered “non-essential” based on this definition.</p>
	(None)
Physical and Sensory Demands	<p>Most jobs in the District have physical and sensory demands that can be described by one of the two categories noted below. For jobs that require more physical or sensory effort, please list the requirements in this section. Check the box that is applicable for this position and complete any necessary information.</p>
	<p><input checked="" type="checkbox"/> OFFICE Employees in this category are normally exposed to a typical environment. The employee has some control over the length of time sitting, standing, or ambulating. There are occasions that require the lifting or pulling of equipment or supplies, as well as bending, stooping, or stretching. There is frequent use of computers, telephone, and other standard office equipment, which includes reading, listening, writing, or speaking. There are few exceptional physical or sensory demands.</p>
	<p><input type="checkbox"/> CLASSROOM Employees in this category spend at least most of the workday in a typical classroom or related educational environment. There will be prolonged periods of standing or walking, and there may be frequent bending, stooping, or stretching. There are occasions that require the lifting or pulling of equipment or supplies. Reading, listening, writing, and speaking are requirements. There are few exceptional physical or sensory demands, but there may be occasions that require the lifting or restraint of a student.</p>
	<p style="text-align: center;">EXCEPTIONAL PHYSICAL OR SENSORY DEMANDS (Check any that apply to this job and complete the required information.)</p> <p><input type="checkbox"/> Heavy lifting of up to _____ pounds</p> <p><input type="checkbox"/> Frequent climbing up to _____ feet, and/or working on building roofs.</p> <p><input type="checkbox"/> Exposure to heavy dust, dirt, chemical or paint fumes, or other airborne matter.</p> <p><input type="checkbox"/> Exposure to extreme heat, electric current, hazardous chemicals or other potential hazards.</p> <p><input type="checkbox"/> Sitting or standing for extended periods with no control over rest periods.</p> <p><input type="checkbox"/> Other: _____</p> <p>_____</p>