Postion:	School Counselor, Elementary	**FLSA:**	Exempt
Department/Site:	Elementary Site		
Reports to/Evaluated by:	Principal	**Salary Schedule:**	Admin. Mgmt.

SUMMARY

The School Counselor provides a comprehensive school counseling program within an elementary school and is responsible for providing and organizing counseling curriculum for all students. The School Counselor follows the American School Counseling Association (ASCA) standards, by providing academic, college & career, and social emotional services to all students. This may include annual academic and career planning, individual and group counseling, needs assessments for determining appropriate modes of service and short-term crisis intervention. The school counselor also disseminates appropriate information to students, staff, and parents, and assists in articulation with the feeder intermediate (middle) school site. School counselors work to maximize student success, promoting access and equity for all students. As vital members of the school leadership team, school counselors create a school culture of success for all. School counselors define, manage, deliver, and assess their comprehensive school counseling program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide all students with a standards-based school counseling core curriculum (Tier 1) to address universal academic, basic topics regarding college & career, and social emotional development.
- Provide intervention strategies and support as appropriate to students struggling with academic and or social/emotional issues.
- Collaborate and coordinate with members of the area transition team.
- Collaborate on 504, IEP or SST meetings for students as needed.
- Collaborate and help coordinate Tier 2 and Tier 3 activities.
- Advise students regarding programs to provide students access to high quality learning options and a variety of opportunities to achieve their post-secondary goals that are available at the school site.
- Communicate with students, families, and appropriate staff regarding students' academic progress; monitor students and make recommendations related to proper placements or actions including school attendance. Monitor promotion requirements for all students.
- Consult with parents, teachers, administrators, and supporting agencies concerning the needs of student as needed.
- Implement career exploration planning for students in appropriate grade levels.
- Provide social emotional support when needed; complete a basic suicide intervention assessment and refer to parents or authorities as appropriate.

- Help promote beneficial school, parent, and community relationships.

- Maintain knowledge of resources and recent trends in counseling students; prepare and deliver presentations as requested; attend various in-services, trainings, and meetings to update skills to meet the needs of students and school site.

- Meet students in site classrooms to assist in providing information as well as support the transition of students from elementary to intermediate (middle) school.

- Document all visits with students and parents.

- Perform a variety of administrative functions including administering various tests, supervision of campus activities and events; supervise sports and extra-curricular activities as assigned; other related duties as assigned.

- Analyze and interpret a variety of data to assist in the development of an appropriate educational program and placement for students.

- Counsel students to help them overcome potentially disabling education, personal, behavioral, and social problems, individually, in small groups or through classroom guidance lessons.

- Refer students to intervention/remediation programs, as well as academic and alternative programs to ensure academic success and personal well-being.

- Refer students to appropriate school personnel and community agencies.

- Assist and promote the coordination of school activities and resources and communication between and among the home, school, and community.

- Conduct structured goal-oriented counseling sessions in response to identified needs of focus group and at-risk groups of students and parents.

- Serves as a liaison with administration and school personnel to assist them in making just decisions regarding pupils.

- Performs other related duties as assigned.

QUALIFICATIONS

Abilities: Requires the ability to carry out the duties of the position and accomplish its objectives. Requires the ability to integrate a variety of support functions. Requires the ability to organize, train, direct, and motivate staff to achieve high levels of productivity. Requires the ability to solve complex problems requiring considerations of short and long-range implications. Requires the ability to communicate effectively in written and oral formats.

Physical Abilities: Requires ambulatory ability to move to different offices and locations. Requires sufficient visual acuity to recognize words and numbers. Requires speech and auditory abilities to carry on conversations in large audience, personal, and telephone conversations.

Education and Experience: Requires a bachelor's degree. 1-2 years' experience working with students preferred.

License(s) and/or Credential: A Pupil Personnel Services Credential is required.