



# TEACHER

TEACHER - SCHOOL COUNSELOR (ELEMENTARY)

## JOB DESCRIPTION

**JOB TITLE:** Teacher - School Counselor (Elementary)  
**REPORTS TO:** Campus Principal  
**LOCATION:** Assigned Building

**FLSA STATUS:** Exempt  
**PAY GRADE:** TCH  
**DAYS:** 188  
**JOB ID & DATE:** TCH-52 | March 2024

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### JOB PURPOSE SUMMARY

The School Counselor is responsible for providing counseling and guidance services to students in a K-6 public school setting in accordance with state and district guidelines. The primary focus is to support students' academic, social, and emotional development, foster a positive school environment, and facilitate effective communication between students, teachers, parents, and administration.

### REQUIREMENTS

#### Education Level Details

Master's degree in School Counseling or a related field from an accredited institution.

#### License / Certification Required

Counselor – CDE Endorsement Colorado Special Services Provider license with a School Counselor endorsement

#### Work Experience Required

Three years experience in education or counseling services  
Classroom experience preferred

#### Other Skills and Abilities Required

Strong interpersonal and communication skills.  
Knowledge of counseling techniques and assessment tools.  
Understanding of student development, mental health issues, and crisis intervention.  
Familiarity with Colorado academic standards and educational regulations.  
Ability to collaborate effectively with students, parents, teachers, and administrators.  
Ethical and professional conduct in accordance with the American School Counselor Association (ASCA) Code of Ethics.

### EVALUATION

Performance will be evaluated annually in accordance with the provision of the Board's policy on evaluation of professional personnel with input from district administrators.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Counseling Services

- Provide one-on-one counseling to students to address academic, social, emotional, and personal issues.
- Serve as a member of the campus MTSS committee.

- Collaborate with campus staff to provide support around the campus SEL program.
- Assess and develop personalized intervention plans for students facing challenges.
- Assess students for academic programming, such as gifted and talented and other subpopulation programs.
- Facilitate group counseling sessions on topics such as bullying prevention, study skills, career exploration, and social skills.
- Mediate conflicts among students and promote positive peer relationships.
- Implement conflict resolution programs as needed.
- Collaborate with teachers, parents, administrators, and external agencies to support students' needs.
- Attend and participate in Individualized Education Program (IEP) meetings based on students' needs.
- Attend monthly district-level counseling meetings

#### Academic Support:

- Collaborate with teachers and parents to develop strategies to improve student academic performance.
- Assist in academic and career planning, including college and career readiness.

#### Crisis Intervention:

- Respond to and support students in crisis situations, including suicide prevention and grief counseling.
- Collaborate with appropriate authorities and agencies when necessary.

#### Data Analysis and Assessment:

- Collect and analyze student data to evaluate the effectiveness of counseling programs.
- Use data to inform decision-making and improve counseling services.

#### Communications

- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

#### Professional Growth and Development

- Participate in staff development activities to improve job-related skills.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Stay current with best practices in school counseling through ongoing professional development.
- Maintain licensure and participate in relevant training opportunities.

Policy, Reports and Law

- Comply with the Colorado Department of Education, district, and school regulations and policies for classroom teachers and counselors.
- Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- Comply with all district and campus routines and regulations.
- Compile, maintain, and file all reports, records, and other documents required.
- Perform other duties as assigned by the building principal and the Superintendent of Schools.

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl.. The employee must regularly lift and/or move up to 40 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in a usual office or school environment including classrooms, cafeterias, hallways, playgrounds, gyms, and other spaces accessible to students. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_  
Date: \_\_\_\_\_