Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **COUNSELOR, ELEMENTARY SCHOOL**
Department: Elementary School(s)
Reports to: Site Principal

SUMMARY:

To provide educational and behavioral counseling to individuals and small groups of students; assisting students in understanding and seeking solutions to academic, social, and emotional challenges and issues; serving as a resource pertaining to student behavior management strategies, welfare and attendance challenges and concerns, and providing support to other educational programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Appraises student interests, aptitudes, and attitudes utilizing a variety of assessment strategies and techniques for the purpose of developing a support for academic success.
- Assists in developing student behavior management plans, groups, and programs for the purpose of resolving social, emotional, and educational challenges and concerns.
- Assists in the planning, development, and conducting of programs (e.g. student groups, guest speakers, students visitations, orientations, transition activities) for the purpose of promoting student educational and social development.
- Assists in identifying school program needs for the purpose of developing school instructional programs geared to meet individual student needs.
- Collects, organizes, and analyzes student information (e.g. educational data, test results, discipline data) for the purpose of tracking student progress and promoting educational and behavioral success, especially within the MTSS model.
- Consults and collaborates with teachers, staff, parents, and community entities for the purpose of understanding and meeting the needs of students.
- Coordinates with site staff, middle school staff, and/or community entities (e.g. service clubs, courts, child protective services, mentoring organizations, etc.) for the purpose of providing/ receiving requested information, developing support programs, making recommendations, and providing a successful transition between programs.
- Monitors students' progress for the purpose of identifying issues and taking appropriate action for increasing student success.
- Participates in school meetings (e.g. staff, student study team, IEPs, outside agency) for the purpose of providing and gathering information to meet the educational, social, and emotional needs of students.
- Performs related counseling duties as they pertain to the ASCA model.
- Plans, develops, and presents, as requested, a variety of reports pertaining to site counseling functions and activities for the purpose of evaluating the effectiveness of the program and planning for success.
- Provides direct counseling (e.g. individual, group, family) for the purpose of supporting student educational, social and emotional success.
- Refers students and their parents to appropriate specialists, special programs and other outside agencies for the purpose of helping them address and solve emotional and academic challenges.
- Responds to crisis situations when appropriate.

SUPERVISORY RESPONSIBILITIES:

None.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
Possesses appropriate credential.

CERTIFICATES, LICENSES, REGISTRATIONS:
Appropriate Pupil Personnel credential.

LANGUAGE SKILLS:
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:
Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:
Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers, and parents; skill in oral and written communication.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.M.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.