



ELEMENTARY SCHOOL COUNSELOR JOB DESCRIPTION

JOB INFORMATION

TITLE:	Elementary School Counselor	
EMPLOYEE GROUP:	Professional	ADDITIONAL JOB CODES: 303
SHIFT:	Per Contract	
TERM OF EMPLOYMENT:	Per Contract	
HOLIDAYS:	As Per School Calendar	
LOCATION(S):	As Assigned	
RATE OF COMPENSATION:	Per Contract	
FSLA: Exempt X	Non-Exempt _____	
Last Edited On:	11/30/2017	Board Approval Date: 01/15/2018

ORGANIZATION

DEPARTMENT: Professional

REPORTS TO: Director of Pupil Personnel and to the Building Principal where performing services

JOB SUMMARY & QUALIFICATIONS

QUALIFICATIONS

Possess an Educational Specialist I certificate as an Elementary School Counselor as validated by the Pennsylvania Department of Education. Preferably have a minimum of three (3) years professional educational experience.

SCOPE OF RESPONSIBILITIES:

- School Counseling Curriculum
- Individual Planning
- Responsive Services
- System-wide Support Services
- Miscellaneous Responsibilities

ESSENTIAL FUNCTIONS

SCHOOL COUNSELING CURRICULUM

An Elementary School Counselor shall provide developmental and structured lessons in the classroom in the following areas:

- Teach strategies that support and maximize student learning.
- Develop awareness in all students of the skills, attitudes, and knowledge that enable them to make successful transitions from elementary to middle school and high school and ultimately to the world of work.
- Help students develop the skills for personal and social growth.

INDIVIDUAL PLANNING

An Elementary School Counselor shall direct activities to help all students plan, monitor and manage their educational, career and personal development.

- a. Assist students in orientation to the school environment.
- b. Assist students in recognizing personal interests and qualities pertaining to their success in the world of work
- c. Assist students in recognizing their strengths and areas for improvement.
- d. Assist students in developing interpersonal, problem-solving and decision-making skills.

RESPONSIVE SERVICES

An Elementary School Counselor shall identify interventions and deliver appropriate services that provide for the immediate needs and concerns of students.

- a. Work with parents, teachers and others to identify students' unique needs and develop strategies to meet those needs.
- b. Provide brief counseling, as appropriate.
- c. Follow district guidelines for evaluations, provide information about or make contact with community agencies.
- d. Provide counseling to students in crisis.
- e. Inform staff, parents and/or agencies of students' unique needs, as appropriate according to confidentiality guidelines.
- f. Support the crisis management team.
- g. Provide screening and interpretation of scores to support team study of individual student needs.

SYSTEM-WIDE SUPPORT SERVICES

An Elementary School Counselor shall work to sustain and enhance the implementation of comprehensive counseling services.

- a. Attend Pupil Personnel and Counseling Department meetings; collect and assess data for continued development of school counseling services.
- b. Serve as the internal coach for the Positive Behavior Support System.
- c. Participate in the Response to Instruction and Intervention process when appropriate.
- d. Continue professional growth in education, school counseling, mental health and technology issues.
- e. Identify and inform students and parents of community resources; assist with the district's responsibility to identify children who may have special needs.
- f. Develop, distribute and monitor the implementation of service plans

MISCELLANEOUS RESPONSIBILITIES

- a. Adhere to the planned schedule as closely as possible and inform the proper authorities of the expected place of contact.
- b. Review, organize and purge student records according to district procedures.
- c. An Elementary School Counselor shall perform other duties as directed by the Director of Pupil Personnel, Principal and/or Administration.

WORK ENVIRONMENT

- a. Schools, classrooms areas, offices, meeting areas and outdoor settings

ATTENDANCE

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

- a. Frequent travel to school district buildings.
- b. Frequent walking throughout various areas.
- c. Often sitting at a desk for extended periods.
- d. Standing for extended periods of time.
- e. Moderate moving from 15 to 50 pounds.
- f. Some carrying – up to 50 pounds.
- g. Manual dexterity to use office equipment.
- h. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

- a. Visual acuity to read correspondence and a computer screen.
- b. Auditory acuity to be able to use telephones.
- c. Ability to speak clearly and distinctly.

TEMPERAMENT

- a. Must be courteous and able to effectively manage students.
- b. Must be able to interact well with various publics and individuals.
- c. Must be able to work as a member of a team.
- d. Must be cooperative, congenial and service-oriented, and promote these qualities in the classroom.
- e. Must be able to appropriately handle confidential information.

COGNITIVE ABILITY

- a. Ability to follow written and verbal directions and give direction to others.
- b. Ability to create and delegate assignments.
- c. Ability to complete assigned tasks with minimal supervision.
- d. Ability to read, write and do complex computations.
- e. Ability to use correct grammar sentence structure and spelling.
- f. Ability to compose clear, concise sentences and paragraphs.
- g. Ability to organize office setting to efficiently accomplish tasks.
- h. Ability to work independently and make work-related decisions.
- i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
- j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

- a. Ability to operate office equipment.
- b. Must appropriately handle confidential information.
- c. Ability to manage a classroom with varied changing, service demand.

LICENSE

- a. Valid Driver's License

COMMENTS

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.

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- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
- c. The position specifications 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.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.