

JUNCTION ELEMENTARY SCHOOL DISTRICT

Job Description

Job Title: School Counselor
Classification: Certificated, 196 days
Reports to: Site Principal
Approve Date: 2/24/26

SUMMARY

The primary responsibility of the school counselor will be to meet students' physical, social, emotional, intellectual and moral needs. The counselor will work with students individually and in groups who have problems in the areas of behavioral management, loss, abuse, chemical dependency, family structure changes and social adjustment. The counselor will work within the framework of a district guidance program with identified goals, objectives, functions, and evaluation techniques.

DESCRIPTION OF DUTIES:

- Provide counseling to students who have social, academic, values, or other specific problems or conflicts which have tended to interfere with their learning. Help students acquire knowledge and skills, which will assist them in their personal and social development in their personal and social development.
- Help students learn a process for changing negative emotional, psychological, or behavioral factors
- To counsel students exhibiting discipline problems and assign appropriate discipline consequences.
- Provide crisis counseling when appropriate.
- To provide attendance counseling and assign appropriate discipline consequences.
- Observe selected students in a classroom setting, and in consultation with teacher/Parent/or other significant adults, provide an education plan or behavior program that will help facilitate student learning.
- Provide behavioral programs to individual students who have specific behavior/learning problems.
- Assists the staff with reinforcement of appropriate school behavior, attitudes, social skills, self-image, learning environment, and other identified needs, which relate to the counseling function.
- Provides assistance to teachers in planning and conducting parent-teacher conferences or Student Study Team meetings for referred students.
- Maintain positive relations with teaching staff, administration, social workers or any other significant adults who play a major role in the education of students.
- Assists teachers with special programs. Makes classroom presentations as requested by teachers.
- Provides assessment and referral to students and parents for further/additional services as needed.
- Provides targeted case management services.
- Serves as a liaison for the school within the district.
- Confers and/or corresponds effectively with staff, law enforcement officers, and representatives of outside agencies when added support is needed.

- Provide evaluation of guidance functions and objectives on an on-going basis.
- Provide opportunities for positive recognition.
- Contribute to the development and maintenance of a positive total school climate.
- To aid the administration in producing an effective student body management plan.
- To organize and direct the orientation process
- To recommend class schedule changes when necessary for appropriate placement.
- Assist in the supervision and maintenance of student records and billing for appropriate services.
- Take positive steps for professional growth.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Holds a valid Pupil Personnel Services Credential
- Licensed Clinical Social Worker (LCSW) credential or Marriage Family Therapist *MFT) desired.
- Successful counseling experience prior to this assignment is highly desirable.
- Department of Justice LiveScan clearance, pre-placement health assessment, Tuberculosis test or Risk Assessment.

PERSONAL QUALITIES

- The counselor should be friendly, considerate, pleasant and confident in his/her abilities to perform successfully, and be able to communicate this feeling of confidence to others. There must be respect for children and a real concern for their well-being. The counselor must have a proven ability to relate well to pupils, parents, faculty, and staff.