Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	**Lead Elementary School Counselor**
Department:	Educational Services
Reports to:	Director of Student Services

SUMMARY

The Lead Elementary School Counselor provides leadership in the design, implementation, and evaluation of a comprehensive school counseling program with a strong emphasis on social-emotional development, Tier 1 universal supports, and Tier 2 targeted interventions. This role builds capacity across elementary sites by modeling best practices, supporting site counselors, and overseeing the supervision and development of a Wellness Coach team.

The position also supports the sustainability of student wellness services by ensuring appropriate documentation and collaboration related to billable services ("bill back"), in alignment with district and funding requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead and support implementation of comprehensive elementary counseling and wellness programs
- Coordinate SEL, Tier 1, and Tier 2 interventions aligned to MTSS and PBIS frameworks
- Collaborate with administrators, school psychologists, counselors, and support staff to address student behavioral, social-emotional, and wellness needs
- Provide coaching, professional learning, and PLC support for elementary counselors and Wellness Coaches
- Support consistent implementation of evidence-based, trauma-informed, and inclusive practices across elementary sites
- Supervise, train, and evaluate Wellness Coach staff
- Participate in crisis response, behavior support planning, and threat assessment processes as needed
- Use data to monitor student outcomes, program effectiveness, and intervention implementation
- Support compliance and documentation related to eligible billable services and program accountability requirements
- Facilitate communication and coordination between school sites and district departments regarding counseling and wellness initiatives
- Perform related duties as assigned

QUALIFICATION REQUIREMENTS:

- Valid Pupil Personnel Services (PPS) Credential in School Counseling; PPS in School Social Work may be considered

EDUCATION/EXPERIENCE:

- Bachelor's Degree required; Master's Degree preferred
- Five or more years of successful school counselor experience
- Knowledge of SEL, MTSS, PBIS, and other student behavior support systems
- Leadership experience; experience facilitating professional development activities.
- Experience with trauma-informed and/or school-based wellness programs highly desirable
- Experience with Medi-Cal or other educational billing programs preferred

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, parents, 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 in instructional programs; 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. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

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 frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lb. such as boxes of books and AV/VCR/DVD carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.