

**Jefferson School District  
Job Description**

**Job Title:** Guidance Counselor - Elementary  
**Reports To:** Principal  
**FLSA Status:** Licensed  
**Work Year:** 193 Work Days  
**Date Revised:** June 22, 2026

---

**JOB SUMMARY**

To provide guidance to students in the acquisition of knowledge, skills and attitudes necessary to be good citizens and successful learners, and to provide appropriate instruction or learning opportunities for students with social and behavioral difficulties which may impede their ability to learn.

---

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Meets the standards of Competent and Ethical Performance as outlined in Oregon Administrative Rules (OAR 584-020-000 to 584-020-045). The following are examples of principle duties; however, any one position may not cover all duties listed and examples may not cover all duties an employee is expected to perform.

- Follows and maintains knowledge of all District policy(ies) and procedures.
- Maintains student records and protects their confidentiality.
- Provides individual, small group and/or classroom instruction which promotes safe, healthy, and positive choices for behavior.
- Assists teachers and administration in establishing school programs and activities which promote safe, healthy, and positive choices for behavior including service learning and leadership opportunities.
- Provides information and/or learning opportunities for parents/guardians which address issues pertinent to raising elementary school age children.
- Works to identify and assist students in overcoming disabilities in concert with other building staff and parents.
- Works to discover and develop special abilities of students.
- Participates in various meetings (e.g., staff, team, SST, IEP, 504, SIRC, etc.) for the purpose of receiving and/or providing information or sharing expertise.
- Coordinates and assists appropriate instruction or learning opportunities for students with specialized programs, including TAG, students with behavioral IEP's and 504's.
- Assists with coordination and execution of the 504 program for the elementary school.
- Supervises student testing programs and assists in evaluating their aptitudes and abilities through interpretation of individual standardized test scores and other pertinent data.
- Works with staff and students in goal and responsibility development.
- Works with students on an individual basis in the solution of personal problems or difficulties with school environment.
- Provides inservice training in counseling, self-esteem development, social awareness, peer conflict management and stress management training for children and staff as needed or required.
- Confers with parents, teachers, students and community as necessary.
- Interprets the guidance program to community, parents, teachers and students.

## Jefferson School District Job Description

- Advises administrators and faculty on matters of student discipline.
- Performs other duties as assigned.

*The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may, at times, perform other duties as assigned and are subject to change by the employer as the organizational needs and requirements of the job change. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

---

### GENERAL PERFORMANCE REQUIREMENTS

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

- Performs duties in a courteous and efficient manner that builds the confidence of staff, students and the public in the Jefferson School District and enhances learning.
  - Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following a schedule.
  - Observes laws, district policies and procedures, and professional standards for this position.
  - Works effectively and collaboratively with diverse student, parent, and community populations.
  - Carries out work responsibilities with strong organizational skills, effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency situations.
  - Respects confidential information and the privacy of students, staff, and parents.
  - Collects, records, stores, retrieves, assimilates, organizes, and utilizes information and records electronically and by traditional methods.
  - Develops job skills necessary to meet changes in the position.
  - Maintains personal appearance and hygiene appropriate to the position as defined by the district.
  - Meets applicable district physical ability/health and safety guidelines for the position.
- 

### QUALIFICATIONS

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:** Valid Oregon teacher's license with School Counseling endorsement required. Prior successful experience working in a school setting, social services position or with young children strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with staff, young children and public.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one,

## Jefferson School District Job Description

small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.

- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of young children. Possesses knowledge of effective behavior management methods. Ability to exercise good judgment and work in an environment with interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain CPR/First Aid card.

---

### 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 talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop or kneel. The employee must regularly lift and/or move up to 25 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

---

### 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 work environment combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment

**Jefferson School District  
Job Description**

is usually low to moderate, but occasionally high depending upon student population and activities.  
Employee may be exposed to bloodborne pathogens.

---

**OTHER**

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

---

I have read and understand this job description.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_