

Laguna Beach Unified School District
Job Description: **ELEMENTARY COUNSELOR**

BASIC FUNCTION:

The Elementary Counselor provides counseling services to elementary students and support to parents, staff and administrators, under the direction of the elementary principals in coordination with the Director of Special Education.

ESSENTIAL DUTIES:

- Organize individual and group counseling services based on student need
- Collaborate with site school psychologist in the implementation of Multi-tiered systems of behavior and social/emotional support
- Provide guidance services including classroom lessons to build student skills in the areas of interpersonal relations, problem solving, decision making, and social and emotional adjustment
- Serve as the site coordinator and facilitator of both SST and CAST meeting;
- Assist in resolving welfare and attendance problems and concerns
- Collaborate with outside agencies as appropriate on behalf of students and families
- Meet, confer, and counsel with parents, and school personnel, in developing alternative solutions to student educational, social, and emotional problems and/or concerns;
- Serve as a resource to site, District personnel, and members of the school community
- Serve as a liaison with social and youth service agencies in pursuing referrals for follow up activities as needed
- Lead school-wide Positive Behavior Interventions and Support (PBIS) efforts;
- Provide staff development as requested
- Assist staff in setting up classroom management systems
- Supervise assigned Interns
- Participates in the District Counseling Professional Learning Community meetings
- Assist in the ongoing identification of site needs, and participate in the implementation of these programs
- Consult with teachers and support staff regarding behavior and other problems that interfere with learning;
- Provide parent education as appropriate
- Serve on the District Alcohol and other Drug Prevention Steering Committee
- Assist in the monitoring of the Botvin's Life Skills curriculum implementation
- Serve as the case manager including the person responsible for working with classroom teachers on the implementation of Section 504 plans
- Lead each sites Peer Assistance Leadership (PAL) program and collaborate with other PAL leaders from the MS and HS sites.
- Monitor the implementation of our social skills facilitation project utilizing BGC staff to include maintaining the supplies needed to run an effective program.

OTHER REPRESENTATIVE DUTIES:

- Coordinate and/or participate in conferences with teachers;
- Participate in professional development opportunities;
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Effective counseling techniques and methods
- Guidance programs targeting elementary aged children
- Crisis intervention techniques;
- Appropriate appraisal instruments,
- National Counseling Standards
- Social and service agencies in the local area;
- Section 504 procedures and plan
- Individualized Education Programs including understanding of characteristics associated with State eligibility categories;
- Child growth and development.

Ability to:

- Implement a school guidance program;
- Apply counseling skills appropriate to the specific population;
- Prepare and present information in small and large group settings;
- Collect and use data to assist in making program recommendations for students
- Communicate effectively, both orally and in writing;
- Establish and maintain records;
- Establish and maintain effective working relationships.

Personal Qualities:

- Independent worker.
- Must possess mature judgment and ability to exercise individual initiative.
- Personal appearance, which establishes a desirable example for students.
- Willingness to assume a wide range of responsibilities.
- Willingness to learn new skills.
- Willingness to continuously improve.
- Exemplary interpersonal skills.
- Exemplary organizational skills.
- Commitment to professional courtesy.
- Belief in high standards.
- Commitment to professional responsibility.
- High intrinsic motivation.

MINIMUM QUALIFICATIONS:**Credential:**

General Pupil Personnel Services or Standard Designated Services in Pupil Personnel Services.

Education:

Bachelor's Degree, including all courses needed to meet credential requirements.

Experience:

Three years of successful counseling experience is required prior to assignment to this position, as well as training received relating to counseling services.

Better than average recommendations from professionals who have observed his/her personal characteristics, scholastic attainment, and performance.

WORKING CONDITIONS:**Environment:**

- Classroom, office and playground environments.
- Moderate to loud noise levels.

Physical Requirements:

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 required to demonstrate:

- Ability to frequently sit; stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- Ability to occasionally lift and/or move up to 15 pounds.
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus for purposes of reading documents, spreadsheets, diagrams, labels, and other printed matter.
- Ability to communicate, hear, and understand speech at typical levels in person and on the telephone.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.

Work Year: 10 months

Salary Range: **Certificated Counselor Salary Schedule**