JOB TITLE:	COUNSELOR ELEMENTARY SCHOOL PART-TIME PERMANENT
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV/GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4391
BARGAINING UNIT:	CERX

REVISED: 07/01/2019

Submitted: 06/11/2019

SCOPE OF RESPONSIBILITIES

The elementary counselor is responsible for the development of a guidance program at the local school level that will implement the District's guidance plans. Counselors provide systematic and ongoing individual and group counseling services related to the academic, social, vocational, and personal development of students. Elementary counselors provide information, consultation, coordination, testing and referral services designed to meet the needs of students, parents and staff in a total guidance program. An essential function of the counselor's role is the implementation of federal, state and local educational and title mandates.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Plans, implements and evaluates a developmental, preventative guidance program which enhances the school consolidated plan
- Assumes responsibility for administration of the school in the absence of the Principal and the Assistant Principal
- Coordinates and interprets state and District testing programs in the school
- Promotes positive school-community relationships through active participation in school and civic organizations and functions
- Coordinates services and programs for the strengthening of parenting skills
- Refers to and consults with District, local, and state resources and agencies in order to promote student success
- Collaborates with staff to assist the District’s compliance with federal, state, and local school mandates
- Directs the maintenance of the permanent record system and provides such records to parents or legal guardians upon request
- Coordinates the health programs and services for the local school
- Plans for and provides orientation, transition, and school programs information to students, parents, and staff
- Provides individual, small group, and classroom guidance and counseling for students, parents, and staff to promote student success in academics, career, and personal/social development
- Collaborates with staff in placing students in the most appropriate instructional program and classroom setting
- Performs health services, if needed, for which training will be provided
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree with major in guidance and counseling

Certification in guidance and counseling
Three (3) years of successful teaching experience or relevant school based experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Rank I with Standard Guidance Certificate
Experience in a diverse workplace