

Job Description – Counselor

Basic Function: Under the direction of the School Principal, the Counselor will counsel students individually and in groups for the purpose of fostering academic, career, and personal development. Will assist students and families in crisis and recommend appropriate interventions. Will provide staff and parent training on student wellness. Each school site personalizes services based on the needs of their particular population and in accordance with the National School Counseling Standards.

Representative Duties:

Essential Functions:

- Participate in the planning and implementation of the developmental guidance and counseling program, in relation to the needs of the students being served.
- Provide individual counseling and group guidance to help students cope effectively with personal, social, academic, career, and family concerns.
- Consult with parents, teachers, administrators, and supporting agencies concerning the needs and abilities of students.
- Communicate with parents, teachers, administrators, and staff recommendations on how to effectively work with individual students based on needs and abilities.
- Facilitate parent education workshops, possibly in the evenings, in areas such as academic, college, and career
- Deliver classroom/large group presentations utilizing counseling curriculum.
- Train teachers and staff regarding children’s developmental, social-emotional, and academic needs.
- Participate in student support meetings (SST, IEP, 504, SAR, etc.).
- Conduct home visits, when it is in the best interest of the child(ren) and family.
- Establish and maintain a cooperative relationship with faculty, staff, and administration to facilitate the provision of optimum guidance and counseling services.
- Maintain data on the services provided through the comprehensive elementary school counseling and guidance program
- Evaluate the counseling program regularly to assess its effectiveness and adjust the program as needed.
- Refer students and or their families to outside resources as needed.

Other Duties:

- Supervision will be distributed fairly to promote and maintain a positive climate and culture.
- Performs related duties as assigned.

Knowledge and Abilities:

Required Knowledge, Skills, and Abilities

Must possess a demonstrated knowledge and understanding of substance abuse education, mental health services, trauma-informed care, and referral resources. Must possess excellent assessment, case management, crisis intervention, interpersonal, conflict mediation, and communication skills. Must possess the ability to conduct individual and group counseling sessions, assessments, workshops, and activities for students and their families. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies.

Education/Experience/Licenses

Must possess a Master’s degree in counseling, social work, psychology, or a related field and some experience providing crisis intervention, counseling, and substance abuse prevention education for school-aged children; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Possess a Valid Pupil Personnel Services Credential. State Substance Abuse Counselor Certification is preferred but not required.

Working Conditions: The usual and customary methods of performing the job's functions require the following physical demands: hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; and occasional lifting of boxes and equipment and bending or reaching for files and equipment. The weight of materials will vary, but generally twenty-five pounds or less. Generally, the job may require sitting, walking, and standing for extended periods. The job is performed under minimal temperature variations, in a generally hazard-free environment, and in a clean atmosphere.

Classification: 1500

Number of Days: 199

Board Approval: Pending

Revised: 09/2022

FLSA Classification: Exempt

Certificated Bargaining Unit Position

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. The district does not discriminate based on disabilities.