



Job Description

Type: Certificated

Status: Active

Elementary School Counselor

Reports To: Coordinator of Student Services

Evaluates: N/A

Supervises: N/A

Job Goal

Provide educational counseling, guidance and related services which will result in academic achievement and personal success for all students.

Essential Job Functions • Required Knowledge and Abilities

Appraises student interests, aptitudes and attitudes utilizing a variety of assessment strategies and techniques to develop support for academic success; Assists in developing student behavior management plans, groups and programs for the purpose of resolving social, emotional and educational challenges and concerns; Assists in identifying school program needs to develop school instructional programs geared to meet individual student needs; Assists in the planning, development, and conduct of programs; Collects, organizes and analyzes student information to track student progress; Composes a wide variety of materials to document activities, providing written reference and/or conveying information; Consults and collaborates with teachers, staff, parents and community entities to understand and meet the needs of students; Coordinates with site staff and/or community entities to provide/receive requested information, developing support programs, making recommendations and providing a successful transition between programs; Monitors students' progress to identify issues and taking appropriate action for increasing student success; Participates in school meetings to provide and gather information to meet the educational, social and emotional needs of students; Plans, develops and presents, as requested, a variety of reports pertaining to site counseling and guidance functions and activities to evaluate the effectiveness of the program and planning for success; Provides direct counseling and therapy services; Refers students and their parents to appropriate specialists, special programs and other outside agencies to help them address and solve emotional and academic challenges; Serves as a resource for site personnel, District personnel and members of the school community for the purpose of promoting student success.

KNOWLEDGE OF:

Basic math, including calculations using fractions, percents, and/or ratios; Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; principles, methods, techniques, strategies, and trends in educational, social and emotional adjustment counseling; available community resources for referrals; applicable and appropriate achievement and interest appraisal instruments, techniques and procedures; social, emotional and behavioral characteristics of adolescent students; program evaluation and research techniques, strategies and procedures and appropriate curriculum and instructional programs pertaining to students with a variety of aptitudes and interests.

ABILITY TO:

Schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods; work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment; analyze issues and create action plans; adapt to changing work priorities; be attentive to detail; communicate with diverse groups; display tact and courtesy; establish and maintain effective working relationships; maintain confidentiality; meet deadlines and schedules; set priorities; work as part of a team; work with detailed information/data; assist students in effectively analyzing and developing alternative solutions to behavioral, educational, social and emotional challenges and concerns; implement psycho-social assessment and intervention techniques; conduct group process counseling techniques; effectively participate in the planning and implementation of school guidance and curricular programs and communicate effectively in oral and written form.

Minimum Qualifications

Valid California Pupil Personnel Services Credential with an emphasis in School Counseling, or other valid California credential with an authorization in school counseling.

School experience preferred

Ability to read, write, speak and understand the English language

Terms of Employment

190 day work year; Current DMV Clean Driving Record Report

Criminal Justice Department Fingerprint Clearance; Pre-employment physical

Working Conditions

ENVIRONMENT Office, school site and classroom settings

PHYSICAL ABILITIES Hearing and speaking to exchange information
Seeing in order to monitor students
Use of hands and fingers to utilize technological equipment

Bending at the waist, kneeling, crouching, or reaching to assist students
Sitting in order to work at desks or tables

Exposure to climatic elements and intermittent noise
Potential for contact with blood-borne pathogens and communicable diseases

HAZARDS