

Counselor - Elementary Job Description

Purpose Statement

The job of Counselor - Elementary is done for the purpose(s) of providing support to the instructional process with specific responsibility for managing the placement of assigned students; providing information and recommendations to parents and students; and assisting in the development of goals and plans for achievement.

This job reports to the Building Principal.

Essential Functions

- Consults with groups of children for the purpose of working with as many children as are interested in group processes.
- Coordinates with teachers, resource specialists and/or community (e.g. service clubs, courts, child protective services, guidance activities, development of guidance programs, etc.) for the purpose of providing/receiving requested information and/or making recommendations for counseling.
- Counsels students, parents, and guardians for the purpose of enhancing student success in school and student emotional health.
- Develops a variety of special programs for the purpose of providing information to assist students in the successful transition from elementary school to middle school.
- Monitors students' progress (e.g. attends SIT team meetings, etc.) for the purpose of identifying issues and taking appropriate action for increasing student success.
- Performs other related duties as assigned (e.g. summer mental health counseling program, behavior programs, liaison to DFS, Christmas gift program for needy kids, Red Ribbon Week education, liaison to DARE, liaison to SRO, etc.) for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a wide variety of materials for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Researches guidance activities for the purpose of providing up-to-date, accurate counsel to students.
- Supervises assigned programs for the purpose of monitoring performance, providing for professional growth and achieving overall curriculum objectives.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; preparing and maintaining accurate records; planning and managing projects; and using pertinent software applications.

KNOWLEDGE is required to review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: stages of child development, assessment instruments and

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techniques, community resources, current and emerging technology, curriculum and instructional methods, and methods of instruction and training.

ABILITY is required to schedule a significant number activities, meetings, and/or events; often 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 a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups and individuals; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; utilization of resources from other work units may be required to perform the job functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed in a generally clean and healthy environment..

Experience: Job related experience within a specialized field is required.

Education: Bachelors degree in job-related area.

Certificates and Licenses: Certificate as required by Wyoming Department of Education

Continuing Education/Training: Required annual trainings, maintains certificates and/or licenses

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA STATUS: Exempt