

# PLEASANTS COUNTY SCHOOLS



## JOB DESCRIPTION – ELEMENTARY COUNSELOR

**Qualifications:** Meet minimum Standards for Certification as set forth by the West Virginia Board of Education Policy 5202 in Minimum Requirements for the Licensure of Professional Personnel and the qualification as outlined in West Virginia §18A-4-7a.

- Master's Degree in school counseling.
- Valid West Virginia School Counseling Certificate.

**Immediate Supervisor:** Principal and/or Assistant Principal

**FLSA Status:** Exempt

**Evaluation:** Performance in this position will be evaluated by the building principal and in accordance with WV State Code §18A-2-12 and WV State Board Policy 5310

**Term of Employment:** 200 Days

**Salary:** Determined by the Pleasants County Board of Education

### **Expectations / Duties and Responsibilities:**

- The school counselor plans, designs and manages comprehensive school counseling program (CSCP) aligned with the West Virginia Model.
- The school counselor, in collaboration with school and community stakeholders, will develop an Annual Comprehensive School Counseling Program (CSCP) in order to coordinate and implement a CSCP designed to address student needs.
- The school counselor must work in collaboration with the principal / assistant principal and school leadership team in developing the Annual School Counseling Work Plan.
- The school counselor must maintain a proactive, systemic approach to assist students with the acquisition of attitudes, knowledge, skills and behaviors necessary to maximize student success and preparation for a variety of postsecondary options.
- The school counselor must provide universal prevention for all students, targeted interventions for at-risk students and intensive interventions for the most at-risk students.
- The school counselor must utilize school and community data to identify student needs and to set annual priorities.
- The school counselor examines school, student, and program data to annually evaluate school counseling program results and to assure program completeness.
- The school counselor evaluates the degree to which the School Counseling Program is implemented and aligns to West Virginia Comprehensive School Counseling Model.
- The school counselor utilizes research-based best practices to deliver individual and group counseling and classroom guidance curriculum.

- The school counselor must integrate the delivery of WV Student Success Standards which describe the attitudes, knowledge, skills and behaviors all students shall develop in relation to academic and learning development; career and life planning; personal and social development; and global citizenship.
- The school counselor provides a continuum of interventions in response to student needs.
- The school counselor provides effective Responsive Services which offer preventive activities and programs to address the identified needs of students in each school, as well as evidence-based interventions to address targeted student needs such as individual and small group counseling; academic and behavior intervention plans, crisis prevention and response; consultation with parents/guardians and other school staff; and referrals to school and community resources.
- The school counselor will make necessary referrals and work with families to secure appropriate resources within the school or community, when a student requires an immediate and expert response to assist with an academic, emotional or behavioral crisis of a severe nature.
- The school counselor will collaborate with stakeholders to create a school-wide, prevention-based approach to individual and school crises and has a crisis plan in place to address the mental health component of common school-wide crises.
- The school counselor will insure the student support component of the CSCP consists of a systemic, coordinated approach of developing and implementing programs and activities within the school and community aimed at supporting the success of all students.
- The school counselor will collaborate with stakeholders to ensure school-wide coordination of the CSCP and other student support programs.
- The school counselor will facilitate personalized student planning to discover their interest in careers through exploration and self-discovery.
- The school counselor establishes student supports for successful transitioning through programmatic levels and from school to school.
- The school counselor assumes a leadership role in advocating for student and program success.
- The school counselor facilitates appropriate training for stakeholders and staff related to the School Counseling Program mission.
- The school counselor assumes responsibilities for his/her professional growth and the growth of the school counseling profession.
- The school counselor adheres to professional ethical standards policies and laws in conduct and practices.
- Demonstrates behavior that reflects established professional responsibilities (i.e. attendance, punctuality and verbal/nonverbal communication).
- Adheres to established laws, policies, rules and regulations.
- Commands respect by example in appearance, manners, behavior and language.

#### **PHYSICAL DEMANDS:**

The physical demands described 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 frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions

include gymnasiums as well as vocational/ technical laboratories where the noise levels may be moderate to loud (60-90 dB).

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.*

**Perform Other Job-Related Duties and Responsibilities as Assigned by the Principal and/or Assistant Principal**

**Amended:** October 25, 2016