



JOB DESCRIPTION HEARD COUNTY SCHOOLS: Elementary School Counselor

The elementary school counselor must be able to perform tasks involving light lifting, carrying, pushing, or pulling and must be able to walk and/or stand for prolonged periods of time. Vision, hearing and verbal communication are essential factors in performing required tasks, duties, and responsibilities.

REPORTS TO: Principal

JOB OBJECTIVES:

1. Plans, develops, and implements a comprehensive school counseling program based on the needs of the students and the school.
2. Plans, develops, and implements action plans based on the needs of the students and the school.
3. Provides classroom guidance lessons, group counseling, and individual counseling that relates to the academic, career, and social/emotional development of students at scheduled times throughout the school year.
4. Coordinates with school staff to provide supportive instructional classroom activities that relate to student academic, career, and social/emotional development.
5. Confers and counsels with parents, administrators, and teachers.
6. Collects data and reports on student outcomes from classroom guidance lessons, small group, and individual counseling sessions as appropriate.
7. Conducts and/or participates in professional development.
8. Facilitates the referral of students and/or parents to internal and external services.
9. Participates in and supports the Multi-Tiered System of Support (MTSS) or Response to Intervention (RTI) including the social/emotional needs of students.
10. Monitors student attendance to ensure students are attending school regularly; contacts students and parents concerning attendance issues and follows up with written contracts and attendance letters following Attendance Protocol.
11. Participates in school, system, and community committees.
12. Coordinates transitional activities with the middle school.
13. Protects confidentiality of student records and student information.
14. Provides crisis counseling (as appropriate/when needed).
15. Facilitates home-school-community communication by such means as holding conferences, sending written communications, phone calls, conducting and assisting with parent meetings.
16. Assists learners in developing goals and strategies to meet their potential.
17. Cooperate with other members of the school staff and the administration in the discharge of tasks, duties, and responsibilities.
18. Perform other such school related duties as may be required by the principal for the purpose of promoting the well-being and safety of the students and the school.
19. Comply with the Code of Ethics.
20. Complete all prescribed activities outlined in the Professional Development Plan according to the timelines indicated.

Signature

Date