

POSITION: Elementary Counselors

REPORTS TO: Principals

MINIMUM REQUIREMENTS: Must hold a Master's Degree in Guidance Counseling.

ESSENTIAL DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Provide counseling to students, individually and in small groups as referred by administration and teachers.
- Assign student schedules upon approval of the Principal.
- Submit school Honor Rolls, to the local newspapers.
- Attend workshops and conferences as requested by administration and the State Department of Education.
- Assist Special Education teachers with IEP meetings.
- Attend parent conferences as needed.
- Counsel students regarding behavioral issues.