

CENTRAL SCHOOL DISTRICT

Job Title: Elementary School Counselor

Occupational Group: Certificated

Reports to: Principal/Designee

Work Year: 185 days

Date of Board Approval: 1/16/2003

DEFINITION

Under direction of the school principal, to provide services that support and enhance pupils' academic achievement including educational and behavioral counseling to individuals and small groups of students in a school setting; to assist students in understanding and seeking solutions to academic, social, or emotional problems and issues; to serve as a resource pertaining to student behavior management strategies, and welfare and attendance problems and concerns; to serve as an elementary crisis team mobilizer, and to do other related functions as required.

QUALIFICATIONS

Education/Certification:

- Equivalent to the completion of an earned Master's or higher degree in psychology, counseling and guidance, or a closely related field.
- Possession of a valid California Pupil Personnel credential authorizing service as a counselor.

Knowledge and Abilities:

Knowledge of:

Principles, methods, techniques, strategies and trends in educational, behavioral and social/emotional adjustment counseling; applicable aptitude, interest and achievement appraisal instruments, techniques and procedures; social service and youth service agencies in the area; social, emotional and behavioral characteristics of kindergarten through fifth grade students; program evaluation and research techniques, strategies and procedures; appropriate curriculum and instructional programs pertaining to students with a variety of aptitudes and varying interests.

Ability to:

Assist students in effectively analyzing and developing alternative solutions to educational, behavioral, social and emotional problems and concerns; conduct, analyze and effectively utilize a variety of individual and group testing procedures and instruments applicable to the K-5 student; effectively deal with site and district personnel, parents, social service and youth service agencies in resolving student problems and concerns; effectively participate in the planning and implementation of school guidance and curricular programs; communicate effectively in oral and written form; understand and carry out oral and written directions with minimal accountability controls; establish and maintain effective organizational, public and community relationships.

ESSENTIAL & REPRESENTATIVE DUTIES – Duties may include, but are not limited to, the following:

1. Assists in dealing with students in resolving welfare and attendance problems and concerns, and behavior management problems. **E**
2. Collects, organizes and analyzes student information to promote academic success through the use of educational historical data, test results and through the use of interview techniques. **E**
3. Performs a variety of short-term individual and group counseling and guidance functions and activities, including academic, social and emotional adjustment counseling. **E**
4. Provides information and data to students regarding social interaction skills. **E**
5. Serves as a resource to site and district personnel and members of the school community. **E**
6. Assists in the development and monitoring of individual education plans and behavior strategies for students with exceptional needs.
7. Serves as a liaison with social service and youth service agencies in pursuing referral follow-ups. **E**
8. Consults in child abuse intervention. **E**
9. Assists in identifying school program needs and participates in developing school instructional programs and schedules to meet individual pupil needs. **E**
10. Establishes, maintains and monitors a variety of files and records pertaining to student achievement, counseling, guidance, or related matters. **E**
11. Plans, develops and presents, as requested, a summary and/or reports pertaining to academic counseling, guidance functions and activities. **E**

WORKING CONDITIONS

School environment; subject to hostile parents.