

ANDES CENTRAL SCHOOL DISTRICT

<b>POSITION:</b>	<b>School Counselor - Elementary</b>
<b>REPORTS TO:</b>	Building Principal
<b>SCHOOL BOARD APPROVAL DATE:</b>	August 8, 2016
<b>FLSA STATUS:</b>	Exempt
<b>TERMS OF EMPLOYMENT:</b>	In accordance with school calendar and board policy
<b>EVALUATION:</b>	In accordance with negotiated agreement
<b>SUPERVISORY RESPONSIBILITIES:</b>	Students

### **SUMMARY:**

The guidance counselors it to provide a comprehensive counseling program, services and activities to meet the needs of students, and provide support to other PreK-12 educational programs for students.

### **QUALIFICATION/BASIC JOB REQUIREMENTS:**

1. Master's Degree in counseling from an accredited school counselor program
2. SD School Counselor Certification
3. Experience (preferred, but not required)

### **ESSENTIAL DUTIES AND RESPONSIBILITES:**

1. Counsels individual students and small groups on personal and/or behavioral issues.
2. Guides and counsels individual students and groups toward the development of educational and career plans.
3. Consults with teachers, staff, parents/guardians, and other significant people regarding the needs of students.
4. Refers students with significant needs, which cannot be addressed by the services that the school offers, to appropriate community resources. These referrals will be made in consultation with parents/guardians and/or staff.
5. Provides orientation and/or information to students to new situations.
6. Plans, evaluates, and revises the K-12 counseling program as needed.
7. Coordinates and conducts activities, which contributes to the implementation of the K-12 counseling plan.
8. Assists with/or coordinates registration and standardized testing.
9. Pursues professional growth.
10. Performs other task/duties as assigned.

***WORKING 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.***

The noise level in the work environment is usually moderate to loud. Duties are performed indoors and occasionally outdoors. The employee must be able to work effectively with a myriad of teachers, administrators, parents, and various outside groups.

***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 regularly required to sit, talk, and hear. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch and crawl. The employee must occasionally push or lift up to 50 pounds such as boxes and AV/ VCR carts. Frequent keyboarding and repetitive motions with wrists, hands and fingers are required for this position. The employee is directly responsible for the safety, well being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and 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.

The information contained in this job description is for compliance with the American with Disabilities act (A.D.A.) and is not an exhaustive list of the duties performed for this position.