

**Counselor - Elementary School**

*Marshall Public School District Job Description*

**Position Title:** Counselor - Elementary School

**Department:** Instruction

**Reports To:** Principal

---

**SUMMARY:** Counsels individuals and provides group educational services by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *(Other duties may be assigned.)*

- Provides support services for students in the areas of academic programs, team teaching, school rules, and other matters.
- Assesses and counsels students based on observations, conversations, and test results.
- Provides personal counseling for students and groups to help them learn greater self-understanding, acceptance of responsibility, and better decision-making skills.
- Provides group counseling for interaction, communication, and support skill development.
- Administers tests and INTERPRETS results in areas such as organization, memory skills, aptitude, and preferences.
- Serves as building 504 coordinator.
- Conducts evening conferences for support groups, test interpretations with parents, new student orientation/with parents.
- Consults with parents and teachers.

**SUPERVISORY RESPONSIBILITIES:**

Students in the classroom.

**EDUCATION and/or EXPERIENCE:**

Master's Degree in counseling.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Degree or endorsement in counseling.; Valid elementary teaching certificate.

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.

**TERMS OF EMPLOYMENT:** 10 month employee. Salary to be established by the Board of Education.