

**Counselor - Elementary School
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.)

- Impact student achievement by providing individual, group, and classroom guidance and counseling services in the area of academic career and personal/social development.
- Provides support services for students, teachers, parents and community in areas of mental health and crisis intervention.
- Counsels students based on observations, consultations, test results and referrals.
- Administers tests and INTERPRETS results.
- Serves as building 504 coordinator.
- Conducts 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.

Acknowledged _____

Date _____

CERTIFICATES, LICENSES, REGISTRATIONS:

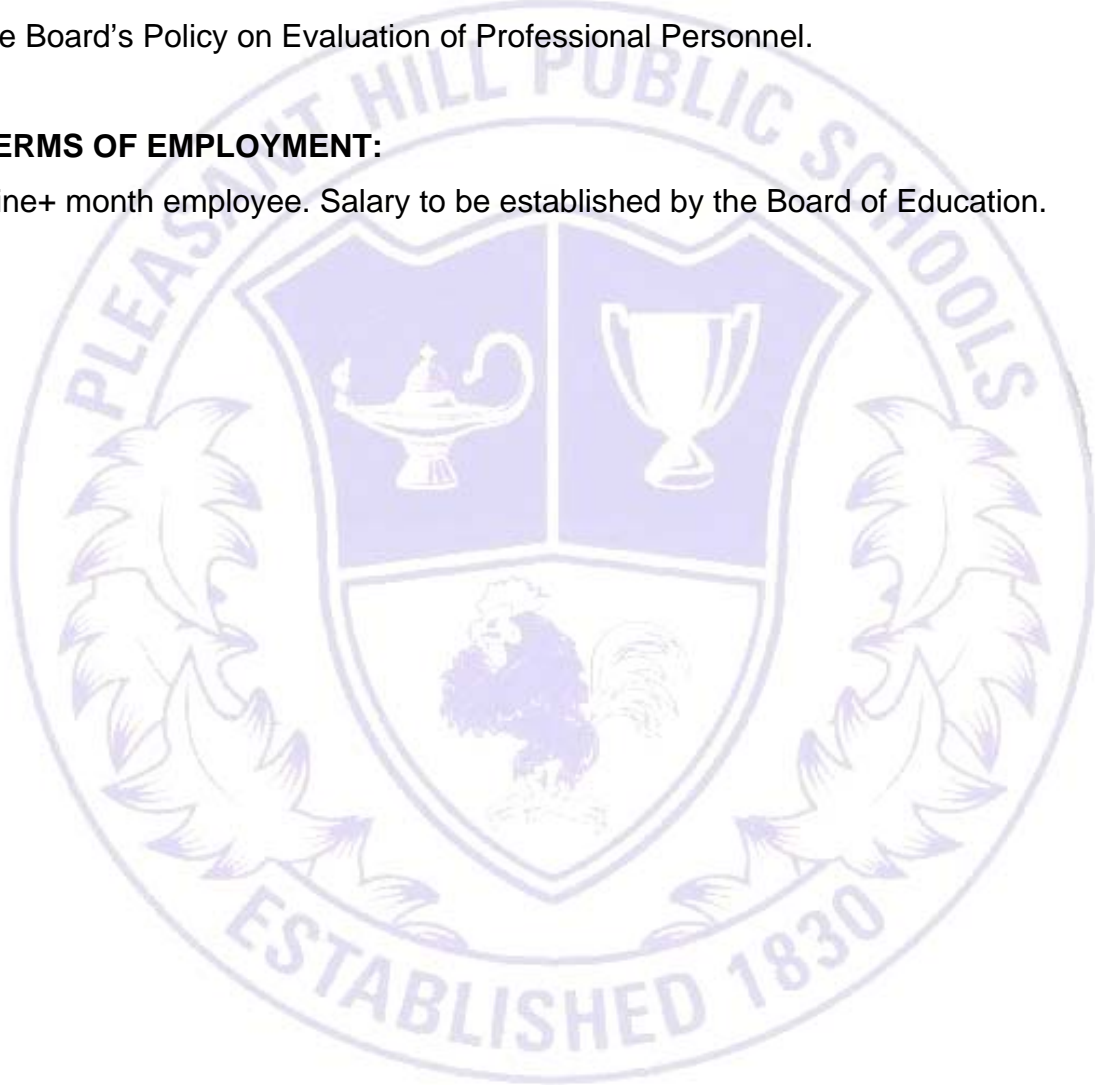
Degree or endorsement in counseling.; Valid elementary teaching certificate.

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:

Nine+ month employee. Salary to be established by the Board of Education.



Acknowledged _____

Date _____