

GODDARD USD 265
CERTIFIED JOB DESCRIPTION

POSITION: Elementary Counselor

RESPONSIBLE TO: Building Principal

EVALUATED BY: Building Administration

TERMS OF EMPLOYMENT: Board of Education Policy

JOB DESCRIPTION: Provide a comprehensive counseling program for all students; consult with and collaborate with teachers, parents, and staff to enhance their effectiveness in assisting students; and provide support to other school educational programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Coordinate all counseling activities including leading, planning, counseling, working with, and communicating with students, teachers, and parents.
2. Collaborate with other school personnel to assist students in making a smooth transition to the next school; provide orientation activities for incoming and outgoing students and their parents.
3. Inform teachers of test results.
4. Plan and coordinate the enrollment of students; guide all students to develop educational plans through the teaching and/or supervision of developmentally appropriate activities.
5. Assists with the QPA/MTSS process to promote School Improvement Plan.
6. Coordinate building's standardized testing, report the results as required to the director of student affairs; assist with training appropriate personnel for testing.
7. Assist Administration with scheduling academic and supplementary courses attempting to benefit all students in pursuit of their goals.
8. Counsel with students individually and/or in groups to deal with problems including, but not limited to, academic achievement, self esteem, parent / home, social interaction with peers, behavior problems, diversity, sexuality, all types of abuse as they occur; refers students and/or parents to appropriate services.
9. Work with other members of the counseling team to develop, implement and evaluate the crisis intervention plan.
10. Plan, schedule, and make classroom presentations on counseling topics.
11. Coordinate the SIT process on cooperation with school personnel in placing students with special needs in appropriate programs.

12. Make contact with substance abuse prevention groups and coordinate intervention activities.
13. Provide necessary communications between school and community referral sources.
14. Serve as a building resource person for administration and staff; participate in parent conferences.
15. Responsible for the daily tasks of intervention with individual students.
16. Communicate with counseling peers when seeking advice, guidance, and assistance.
17. Engage in research and follow-up activities to evaluate counseling techniques.
18. Communicate with parents and administration to help provide an environment conducive to learning for all students.
19. Maintain a pleasant and safe counseling environment with resources readily available for a full spectrum of concerns.
20. Supervise assigned personnel as needed.
21. Coordinate building 504 plans and PIP plans.
22. Utilize technology, including but not limited to, office computer and administrative management software.
23. Implements elementary philosophy and practices to promote success for elementary learners.

PROFESSIONAL DUTIES:

1. Demonstrate compassion, patience, and understanding of the diversity of all students. Treat students with dignity and respect in all school settings.
2. Attend and participate in assigned staff/team meetings.
3. Attend and participate in assigned district and building in service programs and activities.
4. Develop an individual plan for professional growth, which enhances district/building and individual goals.
5. Meet assigned building and district responsibilities.
6. Adhere to and support building and district policies, procedures, and regulations. Follow legal requirements, school board policies, or administrative regulations, i.e. emergency procedures, building behavior codes and interventions, harassment laws, confidentiality policies, and report requirements for child abuse, etc.
7. Present self in a professional manner, i.e. counselor's spoken language is audible and accurate; written language is legible; dress is appropriate to the counseling situation.
8. Follow appropriate channels in resolving concerns and problems.
9. Punctual and reliable.
10. Cooperative and supportive of students, families, and colleagues. Is respectful of others.
11. Maintain a cordial relationship with colleagues to fulfill professional responsibilities.
12. Interact positively with students and parents, i.e. daily school interaction and parent conferences/staffing.

13. Any certified teacher may be assigned to any classroom for which his/her license qualifies him/her, if such an assignment is deemed by the district or school administration to be in the best interest of the school/district program.

REQUIRED QUALIFICATIONS:

Master degree in the area of Counseling and School Psychology. Certified by the Kansas Department of Education for grade levels served.

ATTENDANCE REQUIREMENTS:

As required in the contract and BOE policies.

PERFORMANCE ASSESSMENT:

Performance will be assessed by the building principal in accordance with district and state policies and approved regulations.

All duties and expectations for this job description will be in compliance with the counselor's contract.

I have received and read this job description.

Counselor's Signature

_____/_____/_____
Date

Principal's Signature

_____/_____/_____
Date