

Spring Hill U.S.D. #230
101 East South Street
Spring Hill, KS 66083

ELEMENTARY SCHOOL COUNSELOR JOB DESCRIPTION

Purpose: The Elementary School Counselor helps students attain an optimum level of personal and social adjustment. In order to coordinate comprehensive counseling program, the Elementary Counselor must work closely with the other staff and administration of U.S.D. #230

Responsible to: Principal

Payment Rate: According to Certified Salary Schedule

Benefits: According to Master Agreement

Qualifications:

1. High School diploma or equivalent.
2. Masters degree from an accredited college/university.
3. Two years accredited teaching experience.
4. Current Kansas State Teaching Certificate on file in the District Office.
5. Health and Inoculation Certificate on file in the District Office.
6. Desire to continue career improvement.

Essential Functions:

1. Help students attain an optimum level of personal and social adjustment.
2. Consult with parents, teachers, administrators, and supporting agencies concerning the needs and abilities of students.
3. Ensure that all activities conform to district guidelines.
4. Communicate effectively with all members of the school district and community.
5. Work effectively with community organizations.
6. React to change productively and handle other tasks as assigned.
7. Support the value of education.
8. Support the philosophy and vision of U.S.D. #230.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.

4. Requires some travel.
5. Must work in noisy and crowded environments.

General Responsibilities:

1. Provide individual counseling and group guidance to help students cope effectively personal, social, academic, career, and family concerns.
2. Consult with parents, teacher, administrators, and supporting agencies concerning the needs and abilities of students.
3. Implement a comprehensive appraisal process by:
 - a. selecting and administering appropriate ability, achievement, and interests tests,
 - b. visiting with students and interview interested adults, and
 - c. interpreting results to students, teacher, administrators, and parents.
4. Update and maintain confidential student records, including cumulative transcripts and student files.
5. Identify students with special needs and make appropriate recommendations and referrals.
6. Implement an effective program of educational and career planning.
7. Schedule opportunities for students to visit with resource persons about academic and career choices.
8. Maintain a current library of career information, and assist students in using the information, and assist students in using the information effectively.
9. Assist with enrollment and kindergarten round-up.
10. Assist in a continuous program of student orientation.
11. Assist in making recommendations for school curriculum and instructional practices.
12. Assist with the activities of student organizations.
13. Attend and assist when necessary with school events such as musical programs, athletics, student recognition ceremonies, graduation, and open house.
14. See that district policies are observed during all activities.
15. Keep abreast of new information, innovative ideas and techniques.
16. Obtain advance approval of the Principal for all activities and expenditures.
17. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
18. Other duties as assigned by the Principal, or other Administrative Staff.