

Counselor – Primary/Elementary

Job Description



Job Title: Counselor – Primary/Elementary

FLSA: Exempt

Reports to: Campus Principal

Pay Grade: ELCOU

Dept./School: Assigned Campus

Calendar Days: 189

Contract: Probationary/Term

Revised: 3.28.23

Primary Purpose

Plan, implement, and evaluate a comprehensive developmental guidance and counseling program at assigned campus. Counsel students to fully develop each student's academic, career, personal, and social abilities, including the needs of special population students.

Qualifications

Education/Certification:

- Master's degree from an accredited college or university
- General qualifications of a teacher and a valid Texas school counselor certificate

Special Knowledge/Skills:

- Knowledge of counseling procedures, student appraisal, and career development
- Excellent organizational, communication, and interpersonal skills
- Ability to instruct students and manage their behavior
- Ability to present information in one-on-one, small group, and large group situations to students, parents, and district staff

Experience:

- Minimum two (2) years of teaching experience

Major Responsibilities and Duties

Guidance

1. Plan and conduct structured classroom guidance lessons to deliver the district's guidance curriculum effectively and in accordance with students' developmental needs. Collaborate with teachers who teach guidance-related curriculum.
2. Meet with and guide individual students, groups of students, and parents to plan, monitor, and manage the student's own educational and career development including easing school transitions, creating and providing information about post-secondary opportunities.
3. Use accepted counseling theories and techniques of developmental guidance to counsel individual students, small groups of students, and parents to plan, monitor, and manage a student's own personal, physical, emotional and social development. Provide preventive, remedial, and crisis counseling as needed.
4. Participate in the overall system support of the building referral proves, in ARD meetings and on the MTSS committee when appropriate.

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5. Assists with the identification of students eligible for special programs, and works closely with school psychologist, teachers, diagnosticians, and all ancillary personnel to help students with special circumstances.
6. Consult in the classroom behavior management planning for students, works towards improving morale and aids in teaching by helping teachers know and better understand students.
7. Keeps confidential the counseling relationship and information except when the student's condition requires intervention.
8. Conferences with students, teachers, and parents concerning academics and/or behavior to work together for improvement.

Consultation

9. Coordinate school, home, and community resources and refer students, parent, and others to special programs and services as needed.
10. Consults with school administrators and teachers in identifying students with special abilities and needs and in providing appropriate classroom placement.
11. Work collaboratively to advocate for individual students and specific groups of students providing a continuous flow of information concerning student needs.
12. Communicates effectively, and initiates and support programs with students, professional staff, parents and community that facilitate a positive, caring climate for learning.

Assessment

13. Interpret standardized test results and assessment data to guide students and parents in individual goal setting and planning and provide appropriate class placement.

Program Management and Administration

14. Plan, implement, evaluate, and promote continuous improvement of a balanced comprehensive developmental guidance and counseling program that includes guidance curriculum, responsive services, individual planning, and system support components.
15. Advocate for a school environment that acknowledges and respects diversity developing in-service programs for staff as needed.
16. Comply with policies established by federal and state law, State Board of Education rule, and board policy. Comply with all district policies and campus routines and regulations.
17. Adhere to legal, ethical, and professional standards for school counselors including current professional standards of competence and practice; complies with Texas Education Agency (TEA) code.

Professional Growth and Development

18. Participate in staff development activities to improve job-related skills.

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19. Attend and participate in faculty meetings and serve on staff committees as required.

Other

20. Perform other tasks and assumes such responsibilities as may be assigned by the school principal and the Superintendent of Schools.

Evaluation

The Counselor's evaluation is a responsibility resting with the Principal. An evaluation shall be completed in writing at least once during the course of each school year.

Work Environment

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Frequent sitting and standing; occasional bending/stooping, pushing, pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____