

**Auburn School District**  
**Job Title: Elementary Counselor**  
**Reports To:** Building Administrator  
**Unit Classification:** AEA

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**Duties and responsibilities:**

- Provide effective student, individual, and group counseling, and possess awareness of individual learning styles.
- Knowledge and ability to administer, conduct, and interpret group and individual academic and achievement testing results.
- Work cooperatively with building administrative team members in development of counseling and guidance activities which are congruent with the building administrative management style, staff needs, and the student and community populations.
- Knowledge and understanding of activity programs and curriculum, implementation of a comprehensive guidance program that meets the needs of the elementary school population, including regular, disabled, and gifted students.
- Work effectively with students who possess social, economic, and cultural differences.
- Work closely with administrators, teachers, parents, and district staff in meeting the behavioral, personal, social, and academic needs and characteristics of the students to be served.
- Provide leadership in a case study or multiple disciplinary guidance team.
- Other related duties and responsibilities as assigned.

**Training and knowledge desired:**

- Master degree, or equivalent, in guidance and counseling from an accredited university or college.
- Knowledge of counseling techniques and programs.
- Evidence of strong personal and professional character and ability to maintain the highest degree of confidentiality.

**Requirements:**

- Valid State of Washington teaching certificate with appropriate endorsement.
- Ability to maintain strong, productive relationships with other employees, parents, and students.
- Ability to work under pressure, to pay attention to detail, to concentrate, and to follow directions.
- Maintain appropriate levels of confidentiality in all matters pertaining to students, parents, staff, and program.
- Willingness to perform tasks as assigned.

**Required Knowledge, Skills, and Abilities Related to Cultural Competence and Equity:**

- Ability to recognize and demonstrate awareness of one's own cultural identity as well as accepting and respecting the cultural identity of others.
- Commitment to establishing and supporting an environment that promotes cultural competence and equitable treatment of all staff, students, and families of the district.
- Ability to support and promote the Auburn School District's Strategic Plan.

**Working Conditions:**

Physical Requirements: The position is primarily classroom-based, with the teacher frequently standing, walking, or engaging in activities with students. The role may require occasional bending, lifting, or carrying up to 20 pounds, as well as moving between classrooms or other areas of the school. There is some physical exertion involved, such as assisting students with mobility or participating in physical activities.

Work Environment: Work is primarily performed indoors in a classroom setting, with some duties requiring the teacher to supervise students during outdoor activities or recess in various weather conditions. The noise level is often moderate to loud, typical of an active elementary school environment. The teacher is responsible for the safety and well-being of students and must collaborate effectively with colleagues, parents, and administrators. There may be occasional exposure to infectious diseases, bodily fluids, and potentially challenging student behaviors.