

Position: School Counselor, Elementary

Reports To: Building Principal

Salary Schedule / Grade: Refer to DEA Salary Schedule

F.L.S.A Status: Exempt

SUMMARY

Under general supervision of the Building Principal, the Guidance Counselor utilizes leadership, advocacy, and collaboration to promote student success, provide prevention services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and maintains a written plan for effective delivery of the school counseling program based on individual school assessment of needs.
- Communicates the goals of the program to staff, students, and their families through different outlets. (newsletters, calendars, memos, web pages, etc.)
- Maintain current and appropriate resources for faculty and staff, students, and their families such as career, college, and scholarship information.
- Implements developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.
- Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals and plans.
- Accurately and appropriately interprets and utilizes student data.
- Collaborates with parents/guardians and educators to assist students with educational and career planning.
- Provides individual and group counseling to students with identified concerns and needs.
- Consults and collaborates effectively with parents/guardians, teachers, administrators and other educational/community resources regarding students with identified concerns and needs.
- Implements an effective referral and follow-up process.
- Accurately and appropriately uses assessment procedures for determining and structuring individuals and group counseling services
- Collaborates with administrators on the coordination of college and career readiness.

QUALIFICATIONS

- Bachelor's degree or higher from an accredited institution
- Valid Ohio School Counselor license
- Experience working in urban education
- Knowledge of differentiated instruction and intervention strategies
- Knowledge of trauma-informed care and or child development principles
- Ability and willingness to utilize technology in the enhancement of student learning

PHYSICAL ATTRIBUTES/DEMANDS

- Frequently required to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, stoop, and climb stairs
- Occasionally lift and/or move lightweight items up to 40 lbs.

WORK ENVIRONMENT

- Work is performed in a general school setting
- Occasional exposure to blood, bodily fluids, and tissue
- Work may be subject to frequent interruptions
- Some assignments are subject to completion within strict timelines
- Periodic travel for meetings, professional development activities, and work assignments

WE ARE DPS!

- Support and maintain Our Core Values - The DPS 5 C's:
 - Culture
 - Customer Service
 - Collaboration
 - Communication
 - Commitment