

GRAND ISLAND PUBLIC SCHOOLS JOB DESCRIPTION

Position Title:	Counselor Elementary
Job ID #:	32121
Reports To:	Building Principal
FLSA Status:	Salaried Exempt
Salary Schedule:	Certified, GIEA



Position Purpose: Under the direction of the building principal plans and provides for appropriate services for students. Provide an atmosphere and environment conducive to the intellectual, physical, social and emotional development of all students. Monitor and evaluate student outcomes. Communicate and interact with students, parents, staff and community. Develop, select, modify and teach guidance lessons and materials to meet the needs of all students. Monitor appropriate use and care of equipment, materials and facilities.

Desired Characteristics:

- Demonstrate knowledge of individual and group counseling techniques, specifically group dynamics
- Ability to use of computer/technology and applicable software
- Demonstrate excellent communication skills, both written and oral, and ability to establish and maintain positive and effective working relationships with staff and the public
- Ability to work with and cooperate with staff at all levels



Job Responsibilities:

- Counsel students regarding educational issues such as school adjustment, truancy, and learning habits.
- Counsel students to help them understand and overcome personal, social, or behavioral problems affecting their education or personal situations that may impact on their education.
- Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
- Confer with parents or guardians, teachers, other counselors, and administrators to resolve students' behavioral, academic, and other problems. Utilize resources to effectively communicate with others with different communication abilities (e.g. non-English speaking, hearing impaired).
- Provide crisis intervention to students when difficult situations occur at schools.
- Identify cases involving domestic abuse or other family problems affecting students' development.
- Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.
- Prepare students for later educational experiences by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Enforce all administration policies and rules governing students.
- Meet with other professionals to discuss individual students' needs and progress.
- Prepare reports on students and activities as required by administration.

Additional Job Responsibilities:

- Performs other duties as required by the supervisor.
- Serve as a role model to all students.
- Serve as a positive member of the community in a way that does not negatively affect the District's reputation or image in the community.
- Refrain from engaging in conduct that interferes with the operations of the District, including the education of students.
- Develop and maintain a positive and professional working relationship with other staff and administration.
- Adhere to all District policies, rules, regulations, and supervisory directives.
- Maintain confidentiality of information concerning staff, students, and parents in accordance with law and District rules.
- Adhere to the code of ethics of the District and the Nebraska Department of Education (NDE Rule 27).

**Position Requirements:**

- Master's degree or higher required. Must at all times during employment possess a Nebraska Teaching Certificate with a School Guidance Counselor endorsement and such other endorsements as may be required by NDE Rules 10 and 24, and all other required certification and training.

Essential Functions: The essential functions of the position include (1) regular, dependable in-person attendance on the job; (2) the ability to perform the identified responsibilities and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and (3) the ability to perform the following physical requirements in the identified working conditions:

	Never (0%)	Occasional (1-32%)	Frequent (33-66%)	Constant (67%+)
Standing			X	
Walking			X	
Sitting			X	
Bending/Stooping/Squatting		X		
Reaching/Pushing/Pulling		X		
Climbing		X		
Driving			X	
Typing			X	
Physical Tasks		X		
Lifting (25 lb max)		X		
Carrying (50 ft)		X		
Manual/Finger Dexterity Tasks	medium level			

Working Conditions

No exposure to hazards except those associated with travel between or being in schools.

Grand Island Public Schools do not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.