

COUNSELOR – ELEMENTARY

QUALIFICATIONS:

1. A Master's degree from an accredited college or university with a major in Guidance and Counseling and course work in Psychology, Testing and Measurement, Sociology, and Education.
2. A Teacher's Certificate or fulfillment of requirements for certification.
3. A certificate as a Guidance Counselor.
4. A minimum of three (3) years of teaching experience.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO:

Principal or designee.

JOB GOALS:

To help students overcome problems that impede learning and to assist them in making educational, career, and life plans that hold promise for their personal fulfillment as mature and responsible men and women. To help identify clearly, at-risk students.

PERFORMANCE RESPONSIBILITIES:

1. Counseling students to facilitate the transition from home to school.
2. Communicating with individual parents to interpret test results. Attending teacher/parent, principal/teacher/parent conferences upon request.
3. Group guidance and small group orientation to help students become familiar with the role of guidance; identifying pupils with problems; and becoming aware of the problems pupils in elementary schools are encountering.
4. Group guidance work with pupils who have similar problems, such as lack of interest, immaturity, shyness, poor work/study habits, emotional, social and school adjustment.
5. Assisting with evaluation of pupils and providing teachers with updated information to assist in the evaluation.
6. Assisting with administering tests and interpreting the results to teachers and parents

- (Dial-R, California Achievement Test, etc.).
7. Career counseling utilizing guidance materials and results from career assessment instruments.
 8. Helping teachers develop career awareness programs for use in the classroom.
 9. Assist in making referrals to QIE Magnet Programs as per guidelines of program.
 10. Identifying and counseling gifted students.
 11. Preparing, with staff, orientation program for elementary pupils going to the Middle School from K-5 schools.
 12. Referring students to Child Study Team and community agencies when special assistance is needed.
 13. Follow up on report cards and unsatisfactory student progress.
 14. Evaluating and updating pupil cumulative records and protecting their confidentiality.
 15. Assisting in arranging for Home Instruction and Summer School Work.
 16. Working to prevent students from dropping out of school.
 17. Assisting in the enrollment of new students as to placement, problems, testing, etc.
 18. To conduct lessons in the classroom on self-image, self-esteem, etc.
 19. Assisting teachers and principal in involving parents more directly in their children's learning.

TERMS OF EMPLOYMENT:

Ten-month position with salary and work year to be according to current schedule.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Personnel.

Revised and Board Approved: July 29, 1992

Readopted by the Board: July 25, 2007