

**COLONIAL HEIGHTS CITY PUBLIC SCHOOLS
POSITION DESCRIPTION SUMMARY FORM**

TITLE: **SCHOOL COUNSELOR - ELEMENTARY**

QUALIFICATIONS: Post Graduate Professional certificate with School Counselor endorsement. Personal characteristics as necessary for working, with students, staff members, administrators, parents, and community members

REPORTS TO: Principal

SUPERVISES: Volunteer program as directed by the Principal

JOB GOAL: To work with students to help them develop academically, personally, and socially.

PERFORMANCE RESPONSIBILITIES:

1. Assists students with educational, vocational, and personal development.
2. Helps students understand themselves and others and their role in the school, family, and community.
3. Prevents problems from developing through preventive counseling programs that stress early detection of learning and social adjustment problems.
4. Provides crisis intervention when disputes with peers or teachers, personal problems, family difficulties or other crisis situations that make a student unhappy.
5. Assists in the identification of students with special needs.
6. Provides career education activities that help students become aware of their own skills that teach them about employment opportunities.
7. Arranges and interprets academic testing for the gifted program.
8. Conducts classroom guidance programs that address skills necessary to be successful academically.
9. Assists in implementation of character development program.
10. Maintains student records in an accurate manner.
11. Assists with the registration of new students and withdrawal of transfer students.
12. Serves as the school test coordinator.
13. Performs other related duties as assigned or requested by the Principal.

Date Reviewed: March 2025

PHYSICAL REQUIREMENTS: Involves limited physical tasks including lifting, and may involve operation of equipment such as computer, copier, etc.

TERMS OF EMPLOYMENT: 11 month contract, Teacher Salary Scale as approved by the School Board

EVALUATION: Performance of this job will be evaluated in accordance with the School Board's Specialist Performance Evaluation System.