



## Job Description

Francis Howell School District

### School Counselor - Elementary

#### Purpose Statement

The job of School Counselor - Elementary is done for the purpose/s of providing a comprehensive school guidance program to students in kindergarten through grade five.

This job reports to Building Administrator

#### Essential Functions

- Assists in registration and enrollment process for middle school students for the purpose of securing appropriate placement.
- Collaborates with school personnel to develop and implement student plans (e.g. social/emotional, educational, and career activities, etc.) for the purpose of providing students with strategies.
- Collects data (e.g. evidence of program achievement, etc.) for the purpose of preparing reports and/or processing forms to document program improvement.
- Coordinates with teachers, resource specialists and/or community for the purpose of providing/receiving requested information and/or making recommendations.
- Counsels students, parents, and guardians for the purpose of enhancing student success in school and providing support.
- Develops a variety of methods, materials, and techniques for the purpose of communicating the purpose of the building counseling program to students, staff, parents, and the community.
- Implements the elementary comprehensive school counseling curriculum for the purpose of providing students the opportunity to gain personal, social/emotional, and career/vocational goals and skills.
- Monitors students' progress for the purpose of identifying issues and taking appropriate action for increasing student success.
- Plans social/emotional, academic, and career activities for the purpose of providing students with strategies for personal planning.
- Prepares a wide variety of materials (e.g. quantity reports, student activities, correspondence, audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Responds to students in crisis behavior (e.g. circumstances may be ambiguous (uncertain) or imminently (clearly) dangerous, etc.) for the purpose of assessing situation and providing collaborative strategies to secure the well-being of the student (s) and staff within regulatory standards and guidelines.
- Supervises assigned programs for the purpose of monitoring performance, providing for professional growth and achieving overall curriculum objectives.

#### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### Job Requirements: Minimum Qualifications

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; preparing and maintaining accurate records; planning and managing projects; and using pertinent software applications, plan and deliver classroom lessons, and small group interventions,.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: age appropriate activities and behaviors; codes, laws, rules, regulations and policies; health standards and hazards;community resources; safety practices and procedures; stages of child development; treatment modalities;; Trauma Informed Practices; and functions of brain.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, 33% standing. The job is performed under minimal temperature variations.

**Experience:** Job related experience within a specialized field is required.

**Education:** Masters degree in job-related area.

**Required Testing**

None Specified

**Certificates and Licenses**

School Counselor Certification

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses

**Clearances**

None Specified

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**

**Revised Date**

Empowering students to be lifelong learners prepared for the future.