



**Position Description**

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<b>TITLE:</b>	Elementary Counselor	<b>REPORTS:</b>	Principal/School Administrator
<b>COMMUNITY:</b>	N/A	<b>CLASSIFICATION:</b>	KEA
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	185 KEA Calendar
<b>ISSUED:</b>	January 22, 2024	<b>SALARY:</b>	KEA Salary Schedule

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**PRIMARY PURPOSE:**

The purpose of this position is to provide guidance to all assigned students and to assist with the adjustment and integration of the student within the educational setting.

**ESSENTIAL JOB DUTIES:**

Counsels students through individual and group contact relative to any physical, social, emotional, academic, or personal problems that interfere with the student's adjustment to school life and consequent ability to acquire and utilize educational experiences within capacity and potential.

Utilizes skills, techniques, methods, and materials in the performance of counseling and guidance activities that are consistent with the counselor's professional ethics and competencies; are consistent with existing laws, statutes, and regulations; enhance and perpetuate the educational philosophy and objectives of the school and the district; and assist students in achieving stated or desired goals.

Consults with parents, teachers, community agencies, and others pursuant to acquiring and exchanging information, establishing programs, and maintaining communication relative to the student and his or her educational program.

Initiates, supervises, and/or assists in the development of in-service training programs for school personnel relative to guidance, counseling, and mental health activities.

Initiates and conducts parent discussion and training sessions when appropriate.

Participates, assists, or conducts continuous guidance-oriented research and evaluation studies as necessary.

Conducts developmental guidance activities in the schools and assists teachers in developing and utilizing guidance materials and programs within the classroom.

Assists the school staff in the optimum placement of students in the educational program.

Assists in the development of curriculum programs to meet the needs of individual or groups of pupils.

Assists the school staff in providing students with orientation to new school experiences, e.g. the entering kindergarten or transfer student or transition from elementary to junior high school.

Coordinates the elementary guidance program with the junior high school guidance program.

Makes home and community visitations as the need arises.

Analyzes and interprets test data to teachers, parents, students, and others as needed.

Initiates and maintains records, confidential information, and reports as required by school district policy and as required in order to professionally execute duties and responsibilities.

Serves as a resource person to teachers, administrators, parents, and other school personnel.

**OTHER JOB DUTIES:**

- Participates in research activities designed to improve the school program in accordance with established district policies and regulations; serves as a member of student support teams in the study of students.
- Serves on a variety of committees and works on special projects as assigned.
- Serves as member of the counseling team of the school and district; performs related duties consistent with the scope and intent of the position as assigned.

**REQUIRED QUALIFICATIONS:**

Knowledge, Skills, and Abilities

- Knowledge of guidance and counseling principles, practices, and techniques.
- Knowledge of the concerns, problems, and issues important to elementary students.
- Knowledge of rules, regulations, and polices pertaining to the counseling of young students.
- Ability to provide counseling and guidance to students.
- Ability to analyze and synthesize data.
- Ability to produce accurate records and reports.
- Ability to make independent decisions.
- Ability to establish and maintain effective working relationships with students, parents, other employees, and others as needed.
- Ability to communicate effectively.
- Ability to learn and operate a variety of software programs.
- Ability to organize and coordinate workload.
- Ability to be flexible and adaptable.

Education and Experience

Master's degree in guidance and counseling or related field; or any equivalent combination of education, experience, and training that would provide the applicant with the desired knowledge, skills, and abilities required to perform the work and to meet certification requirements.

Allowable Substitutions

N/A

### Licensing and Certification

Valid Washington State teacher's certificate with appropriate endorsements

### **WORKING CONDITIONS:**

The daily counseling activities are performed in a school setting. There is a high level of interaction with students. The work may require moving, lifting, and storing of materials and equipment. Frequent interruptions occur and visual and mental concentration on details and precision is required. The counselor may be exposed to infectious diseases and biohazards

### **WORKING RELATIONSHIPS:**

Works with the students and teachers in the assigned schools. Works with building principals to coordinate and integrate counseling and guidance services within the framework of the school's educational program. Works with other specialists to provide communication and integration of services in effecting diagnostic, developmental, and remedial services. Works as a member of an inter-disciplinary team, and coordinates these services within the building. Assists the principal and the director of special education in providing a special curriculum for selected students within the context of the school program. Works with the principal and program specialists in the integration of guidance programs and concepts within school management procedures and curriculum offerings. Works, consults, and counsels with parents, individually or in groups, in providing information, seeking cooperation, or facilitating understanding.

### **EVALUATION:**

Evaluation responsibilities are assigned to the principal or other school administrator.

*In compliance with the Americans with Disabilities Act, the Kent School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.*