

ELEMENTARY GUIDANCE COUNSELOR

QUALIFICATIONS:

1. Master's degree in School Counseling
2. MS Certification as a School Guidance Counselor.

REPORTS TO: School Principal

JOB GOAL: To facilitate learning for students and serve as a member of an educational team constantly endeavoring to improve the learning and teaching climate. Promoting the social, emotional, moral, and mental growth of the students; and striving to fulfill the philosophy of the school within the policies established by the school board. To function effectively the counselor must work cooperatively with students, teachers, administrators, parents/guardians, citizens and organizations in the community.

TYPICAL DUTIES AND RESPONSIBILITIES: Such duties and responsibilities as may be assigned, including but not limited to:

1. Develops and implements a guidance program which addresses student and instructional program needs.
2. Provides individual and group counseling with students and consultation with parents, teachers, administrators, and agency personnel.
3. Interprets test data to students, parents, teachers, administrators and other staff members working with students.
4. Plans jointly with teachers' remediation for student problems that interfere with mastery of basic skills.
5. Assists students in selecting appropriate educational activities, evaluating their programs, making intelligent occupational choices, and selecting sound courses of action in their lives.
6. Provides referral, placement and follow-up assistance when needed.
7. Handles record keeping and other routine duties in an accurate and timely manner.
8. Serves as school site point of contact for homeless and foster care students.
9. Keeps current with information, materials, and concepts relative to satisfactory job performance.
10. Works cooperatively with teachers, other counselors, and administrators toward attaining the objectives of the school district.
11. Strives for personal and professional growth that will enhance the effectiveness of the total guidance program.
12. Continually updates and re-evaluates the guidance program to meet the needs of the school, community, and students.
13. Assists with the registration and orientation of students who are new to the school regarding procedures and educational opportunities.
14. Assists with the school district's dropout prevention efforts.

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15. Serves as a ready resource to students to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
16. Plans and coordinates field trips to institutions of higher learning, businesses and other organizations related to guidance responsibilities.
17. Assists in the orientation of new teachers, and provides in-service training in guidance.
18. Performs other tasks, as assigned by the Principal and other administrators, as designated by the Superintendent.
19. Demonstrates prompt and regular attendance.
20. Supports the Meridian Public School District Mission, Vision, and Strategic Plan.

TERMS OF EMPLOYMENT: Salary is based on the teacher pay scale, reporting 197 days per year.

EVALUATION: Annually