

**SNOQUALMIE VALLEY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: **Counselor-Elementary**
Reports to: **Principal**
Work Year: **School Year**

FLSA Status: **Exempt**
Classification: **Certificated-SVEA**
Salary: **As Stated in Schedule**

Position Summary: Counsels students, parents, guardians for the purpose of enhancing student success academically, socially, and emotionally.

Qualifications Required:

- Appropriate Washington State Educational Staff Associate (ESA) certificate
- Good knowledge of word processing, data entry, spreadsheet, email, and calendar software
- Must be able to communicate easily and clearly in English
- Must be able to legally work for any employer in the United States of America

Qualifications Desired:

- Previous counseling experience in an elementary school setting or related learning/development environment
- Strong background working with elementary aged students
- Basic knowledge of Skyward and Aesop software or similar

Essential Functions and Responsibilities:

- Provides a comprehensive counseling program for all students in accordance with ASCA model
- Provides support to elementary educational programs and teams
- Implements elementary guidance curriculum
- Guides classrooms of students through the development of educational, personal, and social curriculum
- Counsels individuals and small groups of children towards social and emotional growth
- Consults with teachers, parents, and staff regarding children's academic or social/emotional needs
- Refers children and parents to specialists and outside agencies as necessary
- Consults with and reports to specialists and outside agencies, when appropriate and as required
- Participates in, coordinates, and conducts activities that contribute to the effective operation of the counseling program
- Participates in, and facilitates the intervention/crisis team process
- Plans and evaluates the counseling program
- Pursues and maintains required Washington state certification

Nonessential Skills and Experience:

- Performs other duties as assigned. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position

Success Factors/Job Competencies:

- Ability to interact tactfully and positively with students, staff, parents, community, and other customers and maintains effective working relationships with a variety of people
- Possess strong initiative and self-motivation
- Acts with integrity, fairness, and in an ethical manner
- Ability to effectively establish work priorities, and to make independent decisions

- Ability to work on multiple tasks simultaneously
- Detail oriented with excellent organizational skills
- Ability to be flexible and open to new ideas
- Ability to work effectively under pressure while maintaining a high level of productivity
- Ability to follow directions, yet exercise independent and appropriate judgment
- Works effectively with community organizations
- Reacts to change productively and handles other tasks as assigned
- Supports the value of education
- Supports the mission, vision and values of the District

Physical Demands and Work Environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- *Physical Demands-* Majority of the time spent walking throughout building, sitting in meetings and in classrooms; reach with hands or arms; balance; stoop/bend; talk and hear; may lift up to 20lbs; sitting at computer, utilizing keyboard; rare need to physically control a child for safety reasons
- *Work Environment-* Conditions vary, depending on location within and outside of building (observing students at recess), with occasional high noise level and varying light levels; may wear basic PPE (rubber gloves, ear protection, goggles)

Performance Standards: The person in this position will be evaluated annually in accordance with the provisions of the district policy on evaluation of certificated employees

Approval/Revision Date: March 25, 2015

General Sign-off: The employee is expected to adhere to all Snoqualmie Valley School District policies and procedures.