



THE METROPOLITAN SCHOOL DISTRICT OF
WARREN TOWNSHIP

Elementary School Counselor Job Description

JOB TITLE: Elementary School Counselor
FLSA CLASSIFICATION: Exempt (Professional), salaried employee
WORK DAYS: 184 days (does not include holidays)
STANDARD HOURS PER DAY: 7 hours per day

SALARY SCHEDULE & BENEFITS: The Elementary School Counselor is paid on the “Teachers” salary schedule, and is eligible for benefits on the “Teachers” benefits schedule.

REPORTS TO: The Elementary School Counselor is supervised by the building Principal.

SUPERVISES: The Elementary School Counselor does not directly supervise any other employee(s).

GENERAL SUMMARY OF DUTIES:

Elementary school counselors define and focus the comprehensive school counseling program based on the school’s academic, attendance and behavioral data. Identifying student needs through this data and consulting with administrators directs the program development. Elementary school counselors balance their program by addressing students’ academic, career and social/emotional development in addition to balancing the delivery methods, recognizing that students learn in multiple ways. The end result of this work is reflected in improvement in academic, attendance, and behavioral outcomes related to academic development, college and career readiness and social/emotional development.

ESSENTIAL FUNCTIONS:

1. Meets with students, their families, and other school staff to become familiar with students’ personal, educational, and college and career readiness need;
2. Use student, school and district data to identify achievement, attendance and discipline issues to be addressed through instruction;
3. Create lesson plans, identify activities to be delivered, to whom activities will be delivered, how they will be delivered and how data will be evaluated to determine impact on student outcomes;
4. Maintain a rotation of Tier 1 and Tier 2 instruction focusing on social emotional and academic skills;
5. Provide short term, goal-focused counselling in small group and individual settings;
6. Use data to identify students in need of counseling intervention;
7. Serve as point contact person for Healing Hearts Bereavement services;
8. Act as school PBIS Tier 3 Facilitator;
9. Maintains familiarity with community resources, and refers students and their parents to appropriate services;
10. Work with school administration to create counseling office procedures for individual and group student referrals;
11. Participate in school events and functions;
12. Provide opportunities for all students to develop the mindsets and behaviors necessary to learn work related skills;
13. Help students and families navigate post secondary awareness, exploration, and explore career interests;

14. Helps students assess their abilities, interests, talents, and personality characteristics in order to develop realistic academic, college and career;
15. Serve as a team member on MTSS, Tier 1 and Tier 2 PBIS teams;
16. Support teachers in their delivery of Second Steps curriculum;
17. Support student transitions from preschool to kindergarten, and elementary to intermediate/middle schools;
18. Maintain data on interventions and outcomes related to student progress;
19. Support students who transition into schools throughout the school year;
20. Increase school to family connections and outreach;

NON-ESSENTIAL FUNCTIONS:

1. Other duties as assigned by the building Principal

SKILLS AND PROFICIENCIES:

1. Excludes positivity and proactive/solutions-oriented approach to problem-solving.
2. Working knowledge of Indiana Code/Statute.
3. Ability to produce, analyze, interpret and summarize data.
4. Ability to interpret policy and procedures.
5. Must possess excellent interpersonal skills.
6. Must possess strong writing and verbal communication/presentation skills.

ENTRY-LEVEL REQUIREMENTS:

1. **EDUCATION/TRAINING:** Master's Degree in school counseling is required. Previous experience at the elementary level is strongly preferred.
2. **EXPERIENCE:** elementary school counseling experience is preferred.
3. **CERTIFICATIONS &/OR LICENSES:** Current and valid Indiana Teacher's License with an endorsement as a School Counselor is required
4. **OTHER:** Ability to perform the essential functions, meet the performance aptitudes, and fulfill the physical/sensory/environmental requirements of the job (with or without reasonable accommodations) is required.

Physical Requirements: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of standing, walking, climbing, stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds).

Sensory Requirements: Most tasks require visual perception and discrimination. Some tasks require oral communications ability. Some tasks require the ability to perceive and discriminate sounds.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

The Metropolitan School District of Warren Township does not discriminate on the basis of the Protected Classes of race,color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, military status, ancestry or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs and/or activities, or if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment.