

Concrete School District

Job Description: Elementary Counselor

Purpose: To assist in the educational progress of students by providing guidance/counseling and/or consultation with staff for students and parents/guardians.

Reports to: Elementary Building Principal

Minimum Qualifications

- Valid Counselor Certificate
- Successfully complete Washington State Patrol background check (fingerprinting). Employee is responsible for cost of background check.
- A strong commitment to education.
- Demonstrated ability to work effectively, courteously, and cooperatively with people in a multi-person environment.
- Demonstrated ability to utilize various teaching strategies to enhance the curriculum within the building.
- Experience working with Preschool-6th

Essential Functions:

- Provide individual counseling services for students in need.
- Provide group-counseling activities for students exhibiting similar concerns or behaviors.
- Consult with individuals (parents, staff, students) to design specific approaches/programs to meet the educational, psychological and social needs of students.
- Provide classroom guidance activities upon teacher request.
- Participate in parent-teacher conferences when requested.
- Utilize data from case studies, observations, anecdotal and other records, and from parental contacts.
- Serve as the Assessment Building Coordinator for Smarter Balanced.
- Deliver Social Emotional Curriculum to K-6th students.
- Assist students in transition between grade levels and special programs.
- Facilitate future student planning through the use of standardized assessment instruments, student learning objectives, and IEP's where necessary.
- Coordinate the referral process utilizing appropriate school district services and community agencies.
- Manage and create 504 plans for the building
- Manage CARE Team and server on PEG team
- Serve as the District Foster Care Liaison
- Serve as the District Homeless Liaison
- Serve as the building Attendance Monitor
- Serve as the building mandatory reporter for staff
- Other duties as assigned.

The counselor shall work in accordance with the ethical standards of the American Association of counseling and development.

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Skills, Knowledge and Abilities

Skills: this person is required to work with a diverse student population within the counseling department and also within the individual building setting. They must possess strong listening and problem solving skills; communicate effectively and clearly with others.

Knowledge: this person should possess an in-depth knowledge of counseling strategies. Ability to comprehend the policies of the school, the district and the teachers' association, and have knowledge of the physical, psychological and social characteristics of students.

Ability: to work with a diverse group of individuals under a variety of circumstances in roles, which include, supervision of students, working with peers, working with parents, working with other district personnel and community agents.

Working Environment: The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; reaching, handling, and standing on your feet for extended periods of time.

Experience/Training: Valid Washington State Educational Staff Associate Certificate. Additional experience in working with groups of students is beneficial to this position.

Education: Educational *Staff* (ESA) Certification at Initial or Continuing Level; Endorsed as School Counselor or School Social Worker.

Terms of Employment: Salary as per USVEA negotiated agreement.

Evaluation: Position to be evaluated annually in accordance with board policies and the USVEA negotiated agreement regarding certificated employees.

This job description is intended to describe the general nature and level of work being performed by people assigned to this job. As such, it is not necessarily all inclusive and the job may require other essential responsibilities, duties and skills. Nothing in this job description, nor by completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.