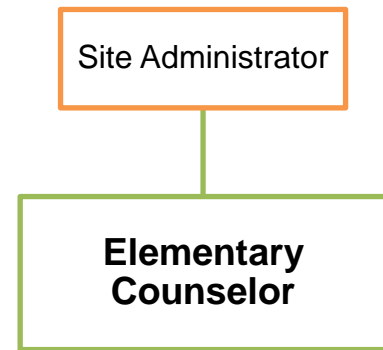


ELEMENTARY COUNSELOR

Job Title:	Elementary Counselor
Initial:	June 23, 2010
Revised:	September 15, 2022 (Administrative Revision)
Work Year:	183 days
Office:	Education
Department:	Assigned School
Reports To:	Site Administrator
FLSA Status:	Exempt
Pay Range:	SSP Pay Schedule, Range 1

Related Organization Chart



POSITION SUMMARY: The elementary school counselor promotes student success, provides preventive services, and responds to identified student needs by implementing a comprehensive developmental school counseling program that addresses academic, career, and personal/social development of pre-K–5 grade students.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Plans and maintains an effective comprehensive school counseling program.
- Designs, delivers, evaluates and revises a planned sequential developmentally appropriate program in accordance to District counseling standards and indicators.
- Facilitates the infusion of counseling curriculum activities into classroom curricula to support the developmental needs of elementary students.
- Facilitates instructional process in collaboration with school staff and community resources.
- Counsels with elementary students to promote self-awareness, self-identity, and positive social and academic skills.
- Systematically develops, delivers, and evaluates student planning addressing academic goal setting and transition plans to middle school.
- Informs students and parents about pertinent test results, academic programming, behavior intervention strategies, and their implications to the overall academic success.
- Provides individual and group counseling to students with identified concerns and needs.
- Implements a referral process and follow up process to outside counseling agencies and support agencies.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Provides information to staff and parents to assist them in crises related issues that may affect the school climate.
 - Consults and coordinates with in district professional and community agencies, such as school psychologist, nurses, administrators, community based counselors, service agencies, and physicians.
 - Articulates the role of school counselor to school and community.
 - Advocates for equal access to programs and services for all students.
 - Engages in professional development.
 - Coordinates parent programs.
 - Establishes and maintains a monthly/yearly planning calendar.
 - Participates in school decision making.
 - Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.
 - Participates with the administration and faculty as a team member in the implementation of the district testing program.
 - Collects and reviews evaluative data to ensure a successful counseling program which links the school counseling program to student academic progress.
 - Conducts a yearly program audit to review extent of program implementation.
 - Collects and analyzes data to guide program direction and emphasis. Measures results of the school counseling program activities and shares results as appropriate.
 - Participates in activities that contribute to the effective operation of the school.
 - Assists to maintain a safe and organized school climate as directed by administration.
 - Performs other associated duties as assigned.

Supervision & Technical Responsibilities: This position does not supervise other employees.

Budget Responsibility: This position does not have any direct budget responsibility.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Master's degree plus additional coursework required for certification or licensure

Knowledge Skills & Abilities:

- Knowledge of child and adolescent social/emotional development.
- Knowledge of data collection and the ability to interpret data
- Knowledge of research supported interventions related to academic, social and behavioral concerns.
- Ability to communicate effectively and resolve conflict with students, parents, and community groups.
- Ability to perform responsibilities without the necessity of close supervision.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Excellent oral and written communication and interpersonal relation skills.
- English language skills required.
- Critical thinking and problem solving skills.
- Proficiency in the use of personal computers and spreadsheet, database and word processing applications.

Certificates, Licenses, & Registrations:

- Valid Colorado Special Services Provider License endorsed in area of assignment: 0-21 School Counselor.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Criminal background check required for hire
 - Valid Colorado driver's license required for hire

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment. This job may be performed remotely in the event that students are unable to be physically present in school due to school or district decision, external mandates or orders, or other school closure. Remote work is not otherwise considered a reasonable accommodation.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.