

ELEMENTARY SCHOOL GUIDANCE COUNSELOR

Qualifications:

1. Maintain proper certification and license as required by the Department of Public Instruction;
2. Possess the ability to work with students, parents, faculty, administrators, and the community;
3. Demonstrate a thorough understanding of the comprehensive school counseling program;
4. Possess the ability to generate, analyze, and synthesize data about the behavior, progress, and needs of students individually and with groups;
5. Demonstrate the ability to support a school culture that promotes, respect, trustworthiness, collaboration, and communication;

Reports to: Building Principal

Supervises: Students within area of responsibility

Job Goal: The school counselor shall be responsible for delivering the knowledge and skills all students need to become successful in their academic career and personal / social development. As well as help individuals to understand personal needs, interests and abilities, establish standards and goals; and evaluate progress.

Job Responsibilities:

A. General Duties

The school guidance counselor shall:

1. Interpret student information to students, parents/guardians, and teachers;
2. Arrange for and coordinate visits from outside speakers;
3. Maintain a working relationship with personnel of other agencies providing student services such as social workers and parole and probation officers;
4. Answer mail, complete surveys, order test materials, and handle appropriate phone calls;
5. Provide information to parents/guardians through the news media and mailings;
6. Coordinate, administer and/or interpret tests, surveys, and inventories that deal with school student achievement, aptitude, and vocational interests;
7. Make presentations in orientation;
8. Work cooperatively with other staff to develop and implement a K-12 comprehensive program;
9. Participate in the development of the counseling curriculum.

B. Students

The school guidance counselor shall:

1. Address personal development, crisis intervention and academics in large groups, small groups, and/or individual guidance/counseling sessions;
2. Gather information concerning students gained through conferences with students and parents/guardians, test scores, academic records, and anecdotal records;
3. Assist students and parents/guardians in relating student interests, aptitudes, and abilities;
4. Prepare educational programs with students and handle program changes and conflicts;
5. Assist in registering and screening new students;
6. Assist in developing the master schedule and setting up class lists;
7. Assist teachers/parents in the referral process for EEN services;
8. Assist in and monitor the D & F students;
9. Assist the students in career development, children at-risk, suicide prevention, and alcohol and other drug abuse intervention;
10. Organize and run a peer mediation program;
11. Assist with fifth grade student council program;
12. Coordinate transition programs of Chain students to the Waupaca Learning Center and Waupaca Learning Center to the Middle School;
13. Asssit administration with Lyceums;
14. Facilitate ROPES course (intermediate grades and other groups);
15. Assist in facilitating RTI.

C. Faculty

The school counselor shall:

1. Work with faculty committees such as the school's multidisciplinary team (E-team), scholarship committee, SET, POPS, and RTI;
2. Assist faculty members in understanding student progress;
3. Attend faculty meetings.

D. Other Duties

The school counselor shall:

1. Perform other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.