



**Job Title:** Elementary School Counselor

**Reports to:** Site Administrator

**Definition:**

Under the direction of the site administrator, provide and maintain a comprehensive guidance program based upon the National Standards for School Counseling Programs through individual counseling, group counseling, and classroom guidance programs.

**Essential Functions:**

- Assess students.
- Counsel students individually or in groups for short periods of time and as needed.
- Assist in resolving behavioral difficulties exacerbated by changes in family structure following death, separation, divorce, remarriage, incarceration, or other occurrence.
- Facilitate changes in negative or self-destructive attitudes or behavior.
- Counsel students who demonstrate difficulties with classwork due to carelessness, boredom, or lack of self-confidence.
- Consult with parents, teachers, and administrators regarding behavior, academic, social, and emotional development.
- Maintain confidential records and reports.
- Inform District administrators of severe student behavioral problems or significant student need according to District policies and procedures.
- Coordinate needs of students with other District services.
- Refer severe cases as appropriate.
- Conduct follow up and reassessment of students as appropriate.
- Refer parents to appropriate community agencies and follow up as required.
- Conduct or participate in meetings and in-service training programs as appropriate.
- Provide professional comprehensive guidance at the elementary school level.
- Plan, organize, and develop materials and work schedules.
- Interact effectively with students, parents, administrators, teachers, staff and representatives of social service agencies and health care professionals.
- Refer problems requiring high level professional decisions.
- Prepare and maintain files, records, reports, and referrals.
- Establish and maintain counseling services based upon the National Standards for School Counseling Programs.
- Perform other related duties as assigned.

**Secondary Functions:**

- Only one position of the classification is assigned to a school. All duties listed are considered essential.

**Experience and Education:**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying.

**Certification, Licenses, and Other Requirements:**

- Two years of successful public school counseling experience.
- Equivalent to the completion of an earned Master of Arts or higher degree in psychology counseling and guidance, or a closely related field.
- Possession of a valid California Pupil Personnel Services Credential authorizing service as a counselor.

**Ability to:**

- Be flexible and adaptable to multiple school environments.
- Meet schedules and timelines.
- Work confidentially with discretion.



- Learn the procedures, functions, and limitations of assignment.
- Establish and maintain a cooperative working relationship with others.
- Complete work with many interruptions.
- Use expertise and work effectively in specialty area.

#### **Physical Requirements:**

The physical demands 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 individual with disabilities to perform the essential functions.

**Body Movements:** Regular Activities: sit for long periods of time; use hands and fingers to operate electric keyboard or other office machines; reach with hands and arms; bend, stoop, kneel or crouch to work with students; speak clearly and distinctly to answer telephones and to provide information; hear to understand voices over telephone and in person.

Occasional Activities: Walk to classrooms or other offices to observe students or obtain information.

**Lifting Requirements:** Employees assigned to this classification must regularly lift, carry, and/or move objects weighing up to 10 pounds.

**Vision Requirements:** Ability to: see clearly at 20 inches or less; identify and distinguish colors; adjust the eye to bring the object into sharp focus.

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Environment

Exposures, Risks and Hazards

Governing Board Approved: March 14, 2000

Revised: