

9.8.05 ELEMENTARY SCHOOL GUIDANCE COUNSELOR

Reports To: Elementary School Principal

Dept/Campus: Elementary School

Wage/Hour Status: Exempt

Length of Contract: 197

PRIMARY PURPOSE:

Plan, implement, and evaluate a comprehensive program of guidance, including counseling services to school assigned. Use a planning process to define needs and priorities of population served. Provide a proactive, developmental guidance program for all students to maximize personal growth and development.

QUALIFICATIONS:

Education/Certification:

Master's degree in guidance and counseling
Valid Arkansas counselor's certificate

Special Knowledge/Skills:

Knowledge of counseling procedures, student appraisal, and career development
Excellent organizations, communication, and interpersonal skills
Maintain a calm and patient demeanor with students and others

Experience:

Three years teaching experience

The Board may find appropriate and acceptable alternatives to the above qualifications.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Demonstrate relentless commitment to academic achievement of all students.
2. Demonstrate effective customer service strategies to all district patrons.
3. Foster collegiality and team building among staff; encourage their active involvement in the decision-making process.
4. Communicate and promote expectation for high-level performance from students; hold students accountable for high performance; recognize excellence and achievement.
5. Articulate a clear direction for all students and staff; articulate a positive image of the school district and school district personnel.

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6. Effectively plan and implement the school guidance and counseling program to meet identified needs.
7. Teach the school developmental guidance curriculum to students.
8. Assist teaching staff in teaching of guidance-related curriculum.
9. Provide guidance to individuals and groups of students to develop education, career, and personal plans.
10. Provide counseling to individuals and small groups.
11. Collaborate with other school and district staff to design testing and appraisal programs for students.
12. Use an effective referral process to help students and others use special programs and services.
13. Compile, maintain, and file all reports, records, and other documents required.
14. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy in the area of guidance and counseling.
15. Present for students a positive role model that supports the mission of the school district.
16. Maintain a positive and effective relationship with supervisors.
17. Comply with all district and local campus routines and regulations.
18. Effectively communicate with colleagues, students, and parents.
19. Assess and respond to needs related to job responsibilities.
20. Develop and coordinate a continuing evaluation of the guidance program and implement changes based on the findings.
21. Develop and maintain effective individual and group relationships with students and parents.
22. Consult with parents, teachers, administrators, and other relevant individuals to enhance their work with students.
23. Develop needed professional skills appropriate to job assignments.

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24. Demonstrate behavior that is professional, ethical, and responsible.
25. Articulate the district's mission and goals in the area of counseling to the community and solicit its support in realizing the mission.
26. Demonstrate awareness of school-community needs and initiate activities to meet those identified needs.
27. Demonstrate the use of appropriate and effective techniques for community and parent involvement.
28. Organize Career Fair, conduct Safe and Drug-Free Schools programs, and assist with all awards assemblies.
29. Assist with all student testing.
30. Be responsible for writing student letters of recommendations as requested.
31. Be responsible for attending Individual Education Plan and Response to Intervention meetings as requested.
32. Be visible in hallways at all passing periods for student interaction.
33. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervise assigned counseling aide(s) and clerical employee(s).

WORKING CONDITIONS:

Mental Demands:

Ability to communicate (verbally and written); ability to instruct; ability to maintain control under stress; ability to manage others in a non-coercive manner; maintain a clear focus on customer delight

Physical Demands:

Ability to lift and carry 50 lbs.; occasional local and state-wide travel

Date Adopted: August 2, 2007

Last Revised by Administration: July 19, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

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Employee

Date

Supervisor

Date