



DRAFT POSITION DESCRIPTION

Title: Elementary School Counselor

Department: Educational Services

FLSA Classification: Exempt

Bargaining Unit: SRTA Certificated Contract

Work Year: 190 Days

Reports to: Site Principal

Board Approval Date: June 24, 2015

Salary Grade: SRTA Certificated Contract Salary Schedule

DEFINITION:

To provide a comprehensive counseling program for all children in elementary schools. Consult with teachers, parents, and staff to enhance their effectiveness in helping students. The Counselor shall be the liaison between the students, parents, program, staff, and resources of the school. Students will be given timely information, advice, and assessment to help them reach their highest potential in education and career goals.

QUALIFICATIONS:

Education and Experience:

The successful candidate must demonstrate the following:

- Possession of a Bachelor's Degree and a Master's Degree in Counseling.
- Bilingual (English/Spanish) preferred but not required.

License and/or other qualifications:

- Valid California credential authorizing service in school counseling (Pupil Personnel Services).

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Counseling objectives, principles, and procedures.
- Elementary social-emotional curriculum.
- Various Student Information Systems.
- Effective models of counseling.
- California Standards for School Counseling and the American School Counseling Association Standards (ASCA).

Ability to:

- Establish and maintain effective relationships with district and site staff, students, families, the public, and

community agencies.

- Identify and determine the nature of student needs and provide appropriate assistance.
- Maintain confidentiality.
- Speak and write effectively.

ESSENTIAL JOB FUNCTIONS:

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign related duties and responsibilities for this job.

Essential Job Functions include, but are not limited to the following:

- Provide clear communication with all SRCS communities.
- Collaborate to support students individually, in small groups, and/or through classroom or whole school guidance, as part of a tiered intervention model.
- Maintain appropriate student records and track necessary information such as interventions/services and attendance for identified students.
- Communicate accurate information to students, staff, and parents regarding academic progress, social-emotional development, and attendance.
- Share community-based resources and support services with students/families.
- Provide staff with information on how to support students' social-emotional development.
- Provide classroom guidance.
- Respond to teacher/staff concerns about students' personal, academic, discipline, and/or attendance-related needs.
- Maintain awareness of curriculum, instruction, and assessment practices.
- Provide crisis counseling to students as needed.
- Work collaboratively with school staff and leadership to understand academic needs and work toward closing the achievement gap.
- In collaboration with the site administrator, oversee and coordinate a system for all Student Study Team Meetings, 504 Plans, and Student Attendance Review Team Meetings.
- Participate in activities that contribute to the effective operation of the school.
- Pursue pertinent professional growth opportunities.
- Adhere to professional codes of ethics, legal mandates, and district policies.
- May perform other duties related to this job description.

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

ENVIRONMENTAL DEMANDS:

<u>Factor</u>	<u>Y</u>	<u>N</u>	<u>If yes, describe</u>
Driving cars, trucks, forklifts and other equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	School grounds
Exposure to excessive noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Loud voices
Exposure to extremes in temperature, humidity, wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor conditions
Exposure to dust, gas, fumes, or chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	District approved disinfectant
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with biohazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

PHYSICAL DEMANDS:

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%						
Sitting			X	X							
Walking			X	X							
Standing			X	X							
Bending (Neck)				X							
Bending (Waist)			X								
Twisting (Neck)			X								
Twisting (Waist)			X								
Squatting				X							
Climbing	X										
Kneeling		X									
Crawling	X										
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No										
D = Dominant Hand ND = Non-Dominant hand											
Simple Grasping (D)				X							
Simple Grasping (ND)				X							
Power Grasping (D)			X								
Power Grasping (ND)			X								
Fine Manipulation (D)			X								
Fine Manipulation (ND)			X								
Pushing & Pulling (D)		X									
Pushing & Pulling (ND)		X									
Reaching- Above Shoulder		X									
Reaching- At/Below Shoulder			X								
						LIFTING	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
						1-10 lbs			X		
						11-25 lbs			X		
						26-50 lbs	X				
						51-75 lbs	X				
						76-100 lbs	X				
						100+ lbs	X				
						CARRYING	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
						1-10 lbs			X		
						11-25 lbs			X		
						26-50 lbs	X				
						51-75 lbs	X				
						76-100 lbs	X				
						100+ lbs	X				

NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.