



TITLE: ELEMENTARY SCHOOL GUIDANCE COUNSELOR

REPORTS TO: Principal and/or designated supervisor

JOB GOAL: To provide a comprehensive counseling and guidance program for elementary school students; also to consult and collaborate with teachers, parents, and staff to enhance effectiveness in helping students. Provides support to other elementary school educational programs.

SUPERVISES: Paraprofessionals, volunteers, and counselor assistants

PERFORMANCE RESPONSIBILITIES:

1. Develops, implements, evaluates, and revises an annual elementary school guidance and counseling plan in accordance with standards set forth by the State Plan and commensurate with the local system plan.
2. Guides, consults with, and counsels groups and individual students through the development of personal, social, educational and career plans.
3. Counsels small groups and individual students.
4. Consults and collaborates with teachers, staff, and parents in understanding and meeting the needs of students.
5. Refers students with problems and their parents/guardians to appropriate specialists, special programs, or provides information about outside agencies.
6. Participates in activities that contribute to the effective operation of the school, which includes but is not limited to, serving as the building test coordinator; giving analysis and interpretation of test results to provide information about educational, vocational, and personal/social needs; provide orientation for new students, parents/guardians, and faculty.
7. Pursues professional growth.
8. Other duties as assigned.

ILLUSTRATIVE KEY DUTIES:

1. Develops, implements, evaluates, and revises an annual elementary school guidance and counseling plan in accordance with standards set forth by the State Plan and commensurate with the local system plan: Reviews the counseling and guidance program annually with the counseling and guidance department staff and counseling and guidance program advisory committee; communicates regularly with other counseling and guidance staff to establish and maintain a sequential comprehensive counseling and guidance program; identifies student needs periodically and uses the results for program planning; establishes a planning calendar for counseling and guidance program activities; evaluates the counseling and guidance program. Conducts counseling and guidance learning activities in each teacher's classroom and/or systematically conducts counseling and guidance activities for each grade level during the year in collaboration with the teaching staff; consults with and is a resource to teachers; takes a leadership role in seeing the infusion of counseling and guidance content into the classroom curriculum.
2. Guides, consults with, and counsels groups and individual students through the development of personal, social, educational and career plans: Collaborates with middle school personnel to assist students in making a smooth transition from elementary school to middle school; provides orientation activities for incoming students and their parents/guardians; informs students and parents/guardians of tests results and their implications for educational planning; provides resources and coordinates the implementation of personal, social, educational, and career issues.
3. Counsels small groups and individual students: Conducts structured, goal-oriented counseling sessions to meet the identified needs of individuals and groups of students; assists students in building self-esteem and developing decision-making, problem-solving, and positive human relations skills.
4. Consults and collaborates with teachers, staff, and parents/guardians in understanding and meeting the needs of the students: Participates in staff and team meetings; plans and conducts staff development programs and activities; facilitates conferences with teachers and/or parents/guardians and/or students; plans and conducts parent education programs; assists families with school-related problems and issues; writes articles for newsletters and other publications; provides information and resource services for students, parents/guardians, and teachers.
5. Refers students with problems and their parents/guardians to appropriate specialists, special programs, or outside agencies: Consults and collaborates with in-district specialists such as school psychologists, social workers, and nurses; consults with and refers to community-based resources including psychologists, physicians, service agencies, and others.
6. Participates in activities that contribute to the effective operation of the school: Cooperates and collaborates with other professionals in enhancing the education of students; establishes and maintains effective relationships with grade levels and administrators; cooperates with other school personnel in placing students with special needs in appropriate programs; interprets group test results to faculty and administration for use in enhancing instruction; give analysis and interpretation of test results to provide information to students, parents/guardians, teachers, and administrators about educational, vocational, and personal/social needs; communicates with administrators, teachers, staff, students, and the community regarding the counseling and guidance program and its role in the educational program; participates in the implementation of the school

system assessment program by serving as the local school building test coordinator and providing test administration training to appropriate school personnel; schedule and conduct pre-registration; serve on various local school committees such as IEP, LEP, BBSST.

7. Pursues professional growth: Attends local, state, and national staff development programs when funding is available; joins professional counseling and guidance associations; attends local, state, and national workshops and conferences sponsored by professional organizations when funding is available; reads professional journals; completes post-graduate courses.
8. Other duties as assigned: Other duties assigned by the principal and/or designated supervisor.

TERMS OF EMPLOYMENT: 10-months (202-days) contract. Salary to be established by the District Salary Schedule.

EVALUATION: Job performance will be evaluated in accordance with Limestone County Board of Education policy.

BOARD AMENDED: June 29, 2004

