

XYZ COUNTY UNIFIED SCHOOL DISTRICT

Elementary School Counselor

Collaborating with site administration and staff, the elementary school counselor is responsible for the development and implementation of the three-year U.S. Department of Education Elementary and Secondary School Counseling Demonstration Act Grant. The elementary school counselor shall provide direct services to students to enhance students' social and emotional well being in order to promote academic success. This shall consist of providing school counseling services to all students in alignment with the ASCA National Model for comprehensive school counseling programs. Two overriding principles form the core of the counseling program: (1) data-driven formative decision making, which delivers (2) foundational and increasing levels of appropriate prevention and intervention and services for students.

I. BASIC RESPONSIBILITIES

Provide comprehensive school counseling services to all students in XYZ County and interventions for students requiring additional assistance with academic, personal, and social needs.

1. Collaborate in the development, implementation, and evaluation of a comprehensive school counseling program that serves all students, based on the ASCA National Model.
2. Actively participate in the Program Leadership Team, which will review data, and measure program progress, goals, and implementation timelines.
3. Provide all school staff with training in violence prevention and intervention.
4. Provide training, modeling, and support for teachers to ensure all students receive core classroom instruction in violence prevention curriculum.
5. Actively participate in school site-level and grade-level Data Based Decision Making teams (DBDM) to review student needs and monitor progress.
6. Use data to determine which services are needed for all students, targeted students, and selected students, to address and remove academic, personal, and social barriers to learning.
7. Provide short-term individual and small-group counseling to students identified with data-driven academic, personal, and social needs.
8. Provide conflict resolution and short-term crisis intervention counseling.
9. Work with teachers to support appropriate academic, personal, and social interventions for targeted students in the classroom.
10. Identify and refer students and families to appropriate agencies and resources for students requiring intensive interventions and services (i.e. therapeutic and/or crisis counseling).
11. Support and promote parent involvement in students' academic, personal, and social development.

12. Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulations.
13. Attend IEP, SST, and other appropriate student support service meetings.

II. ABILITIES

1. Implement a comprehensive school counseling program in alignment with the ASCA National Model.
2. Effectively seek out and disaggregate data to analyze, identify, and prioritize student needs.
3. Effectively collect and use data to measure and share the impact of interventions.
4. Serve as a leader, advocate, and systems change agent.
5. Promote and provide culturally responsive school counseling services.
6. Provide effective instruction utilizing appropriate classroom management techniques.
7. Plan and organize, write with clarity and correctness, and work collaboratively with staff, administrators, grant oversight team, and parents.
8. Effectively use technology and social media to support and promote the school counseling program.

III. OTHER SKILLS and DUTIES

1. Actively seek to improve professional knowledge, skills, and abilities in alignment ASCA School Counselor Competencies.
2. Abide by ethical and legal requirements in alignment with ASCA Ethical Standards for School Counselors.
3. Abide by all laws regarding minors and abuse reporting.
4. Attend all grant required trainings and meetings.
5. Ability to provide culturally responsive counseling services to a diverse population.
6. Attend IEP and other meetings as needed.
7. Serve as a liaison to community agencies.

IV. QUALIFICATIONS

1. Master's Degree in counseling, education, or related field, and Pupil Personnel Services credential in school counseling.
2. Ability to work effectively with clients, community agencies, fellow workers, and the general public.

V. TERMS OF EMPLOYMENT

1. Regular school year plus five working days.
2. Sign in and out at each school each day for all itinerant employees including a log that tracks students contact (name of student and time of contact).

VI. EVALUATOR

1. Assistant Superintendent for Curriculum or designee.