

**Position: Elementary School Counselor**

**Definition:** To assist with the management of the school in all programs as assigned under the direction of the Principal/Director of Pupil Services, special emphasis will be given to those activities related to providing guidance and assistance to students.

**Essential Duties:**

1. Provide guidance and assistance to the students.
2. Assist in the development of the master schedule for the learning centers.
3. Confer with parents, pupils and/or teachers in matters regarding students progress; assists students in realizing their accountability to the school and society with respect to laws and standards relating to discipline and attendance.
4. Provide individual and group counseling of students in the areas of school, family and social adjustment.
5. Assist in general supervision of student conduct on or off campus in school-supervised activities.
6. Work with the Principal in the organization and execution of various student activities.
7. Responsible for providing assistance to incoming students and their parents for educational and other needs.
8. Work with the school nurse, district psychologist, director of special education, attendance clerks, speech therapist, resource personnel, etc. to coordinate services.
9. Assist in the implementation of various school services: i.e.: student activities, outside government agencies, etc.
10. Serve as primary liaison person between the student and faculty and the school and parents.
11. Coordinate site testing; interpret individual assessment results and group test scores to pupils, parents and school personnel.
12. Participate in IEP, Student Study Team meetings, etc.
13. Plan student class schedules to facilitate career goals.
14. All other related duties as requested by supervisor.

Qualifications: Appropriate Pupil Personnel Credential

Board Approved: \_\_\_\_\_