



May 2021
Board Approval: May 27, 2021

Elementary Counselor

Definition

Under the supervision of the Director of Student Services, and site principal or designee, school counselors use data to understand student needs, provide school counseling, classroom, group, and closing-the-gap interventions, and remove systemic barriers to ensure all students as early as preschool and kindergarten have the opportunity to develop academic goals at all grade levels reflecting their abilities and academic interests, and can access appropriate rigorous, relevant coursework and experiences. Due to their unique position within a school and their unique training, school counselors can work with students facing mental health issues, family and social problems, as well as college and career exploration and course planning to make school relevant.

Essential Duties and Responsibilities

- Provides parents/guardians information and tools to participate meaningfully in their child's education;
- Leading development of a safe, caring positive climate and school culture;
- Delivering a school counseling program based on data identifying student needs;
- Deliver information to students and teachers within the school counseling curriculum on best practices in mindsets and behaviors (i.e., learning strategies, self-management skills, social skills) and metacognition skills critical in academic success;
- Providing relevance to academic effort and educational pursuits by assisting in students' college and career planning and future career-related goals;
- Working with administration, teachers, and other school staff to create a school environment encouraging academic success and striving to one's potential;
- Working to remove barriers to access and provide students with the opportunity for academic challenge in the most rigorous coursework possible;
- Establish data analysis methods to identify and target systemic barriers deterring equitable access;
- Provide and facilitate opportunities for all students to: enhance their self-efficacy beliefs and competence, develop attributional beliefs, see value in tasks related to achievement, develop mastery/learning goals, develop autonomy and relate to others;
- Establish student opportunities for academic remediation as needed;
- Emphasizing family-community-school relationships in addressing academic needs;
- Participates in site problem-solving teams for student academic and behavior success;
- Implement curriculum to address the social/emotional needs of all students;
- Assist in identifying school program needs based on data for the purpose of developing school instructional programs geared to meet individual student needs;
- Collect, organize, and analyze student information (e.g., historical educational data, test results) for the purpose of identifying student remediation needs;
- Conduct individual and group counseling of students;
- Provides crisis intervention assistance;
- Other related duties as assigned.

Required Qualifications

- Possession and maintenance of a valid California credential in Pupil Personnel Services – Counseling.

Preferred Qualifications

- A Master's degree in Education from an accredited institution of higher learning;
- Three to five years of teaching in an elementary school setting.

Training and Experience

- A valid California credential in Pupil Personnel Services – Counseling, and a program of professional preparation.

Knowledge of

- Effective methods of interviewing and counseling students, both individually and in groups;
- Basic and remedial teaching techniques and methods;
- American School Counselors Professional Standards.

Ability to

- Communicate well, both orally and in writing;
- Establish and maintain cooperative and effective working relationships;
- Assist in the development and implementation of the school program of research, evaluation, and pupil personnel services;
- Assist students toward maximum effectiveness by recommending programming to meet their needs, and by developing a failure prevention program;
- Assist student making appropriate decisions regarding their educational or vocational goals.

This position will be paid on the appropriate step of the Certificated Management salary schedule (193 days, 11 months - \$5,164.23 - \$9,306.42)