

School counselor job description

Purpose:

The elementary school counselor helps students attain an optimum level of personal and social adjustment. In order to coordinate comprehensive counseling programs, the elementary counselor must work closely with the other staff and administration.

Responsible to: Principal

Salary: \$65,000.00 with benefits

Qualifications:

1. High school diploma or equivalent
2. Degree in psychology, counseling, social work, education psychology, or sociology preferred.
3. Desire to continue career improvement and development

Essential Functions:

1. Help students attain an optimum level of personal and social adjustment.
2. Consult with parents, teachers, administrators, and supporting agencies concerning the needs and abilities of students.
3. Ensure that all activities conform to school guidelines.
4. Communicate effectively with all members of the school community
5. Work effectively with community organizations

General Responsibilities:

1. Provide individual support and group guidance to help students cope effectively with personal, social, academic and family concerns.
2. Consult with parents, teachers, administrator, Family Support Counselor and supporting agencies concerning the needs and abilities of students.
3. Update and maintain confidential student records.
4. Assist with the activities of student organizations.
5. Attend and assist when necessary with school events such as musical programs, athletics, student recognition ceremonies, graduation and open house.
6. Keep abreast of new information, innovative ideas and techniques.
7. Obtain advance approval of the Principal for all activities and expenditures.
8. Adhere to all district health and safety policies
9. Other duties as assigned by the Principal

From "American School Counselor Association:"

Elementary school counselors do not work in isolation; rather they are integral to the total educational program. They provide a proactive program that engages students and includes leadership, advocacy and collaboration with school staff, administration and community/family members in the delivery of programs and activities to help students achieve success. Elementary school counselors also collaborate with teachers and parents on early identification and intervention of children's academic and social/emotional needs, which is essential in removing barriers to learning and developing skills and behaviors critical for academic achievement. The end result of this work is reflected in improvement in academic, attendance and discipline outcomes. The tools guiding this work are the ASCA Mindsets &

Behaviors for Student Success, which address students' academic and social/emotional development and the ASCA National Model, with its data-informed, results-based focus.

School counselors do not provide therapy or long-term counseling in schools. However, school counselors are prepared to recognize and respond to student mental health needs and assist students and families seeking resources.