

Job Title: Counselor-Elementary*

Wage/Hour Status: Exempt

Reports to: Principal

Primary Purpose:

The mission of Life School is to develop leaders with life skills through strong academics, character training, and partnerships with parents and the community.

In support of Life School mission, the **Counselor** will work with school faculty and staff, students, parents, and community to plan, implement, and evaluate a comprehensive developmental guidance and counseling program at school assigned. Counsel students to fully develop each student's academic, career, personal, and social abilities and address the needs of special population students.

Qualifications:

Education/Certification:

Master's degree in guidance counseling
Valid Texas counseling certificate preferred

Special Knowledge/Skills:

Knowledge of counseling procedures, student appraisal, and career development
Excellent organizational, communication, and interpersonal skills
Ability to instruct students and manage their behavior
Ability to present information in one-on-one, small group, and large group situations to students, parents, and staff

Experience:

Two years teaching experience preferred

Major Responsibilities and Duties:

Guidance

- Teach campus developmental guidance curriculum consistent with district's guidance program plan and tailored to campus needs. Collaborate with teachers in the teaching of guidance-related curriculum.
- Use accepted theories and effective techniques of developmental guidance to counsel individual students, small groups of students, and parents to plan, monitor, and manage a student's own personal and social development. Provide preventive, remedial, and crisis counseling as needed.

Consultation

- Coordinate school, home, and community resources and refer students, parent, and others to special programs and services as needed.
- Maintain a communication system that effectively collects and disseminates information to other professionals as appropriate.
- Develop and maintain positive working relationships with other school professionals and representatives of community resources.
- Use an effective referral process to assist students and others to use special programs and services.

Assessment

- Participate in planning, administration, and evaluation of campus standardized testing program.
- Interpret tests and other appraisal results appropriately and communicate to school personnel, students, and their parents.
- Maintain the confidentiality of student assessments.
- All Campus Testing Coordinator Responsibilities as applicable to campus.

Special Programs

- Coordinate Section 504 Students: Maintain Section 504 records, schedule and coordinate Section 504 meetings, and monitor Section 504 compliance with state and federal guidelines.
- Coordinate other assigned special programs i.e. BE/ESL, Homeless, Migrant, At-Risk, and/or Special Education Referrals as applicable to campus.
- Coordination of other assigned special programs.

Program Management and Administration

- Plan, implement, evaluate, and promote continuous improvement of a balanced comprehensive developmental guidance and counseling program that includes guidance curriculum, responsive services, individual planning, and system support components.
- Compile, maintain, and file all required physical and computerized reports, records, and other documents.
- Adhere to legal, ethical, and professional standards for school counselors, as well as board policy; including current professional standards of competence and practice.

Supervisory Responsibilities:

Direct the work of potential assigned counseling aide(s)

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; work prolonged or irregular hours. Frequent standing, stooping, bending, walking, lifting, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment. Work may be required both inside and outside.

**Includes information from the Professional School Counselor Performance Evaluation Form and Job Description distributed by the Texas Education Agency.*

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Printed Name: _____ Signature _____ Date _____

Supervisor Signature: _____ Date _____