

**Greenwood School District 50
Position Description**

POSITION TITLE: Elementary Guidance Counselor

- QUALIFICATIONS:**
1. Certificate in Guidance Counseling
 2. Masters Degree
 3. Three years classroom experience preferred
 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal

JOB GOALS: To implement the district's comprehensive counseling program for elementary children; to consult with and assist teachers, parents, and staff to enhance their effectiveness in helping students; to protect the confidentiality of student records; and to provide appropriate support to elementary educational programs.

PERFORMANCE RESPONSIBILITIES:

Guidance Curriculum

1. Teach, team teach with, or assist teachers in teaching guidance curriculum learning activities.
2. Meet with small groups of children to teach specific skills, i.e., study skills, social skills, assertiveness training, decision-making, etc.
3. Provide information and/or support to parents as needed or requested.

Individual Planning

4. Assist administrators, teachers, and parents regarding the student's educational needs.
5. Assist students in making the transition from school to school through orientation activities.
6. Participate in the intervention team process or school support team.

Responsive Services

7. Counsel individuals and small groups of students toward personal/social, development and emotional growth.
8. Counsel small groups of students in areas such as families in transition, coping with grief, self-esteem, drug and alcohol concerns, peer relations, etc.
9. Counsel individuals and groups of students toward the development of academic development and career plans.

10. Consult with parents, staff members, and community agencies regarding strategies to help students.
11. Refer children and their families to special programs, specialists, and community agencies when appropriate.
12. Counsel and support children and their families facing emergency situations and make appropriate outside referrals.

System Support

13. Plan and evaluate the counseling program.
14. Promote a positive working relationship with students, staff, and members of the community.
15. Pursue continuous professional growth by keeping current with educational developments and literature in the field of school guidance.
16. Develop and maintain a library of pertinent information available to students, parents, and staff.
17. Perform other tasks and assume other responsibilities as may from time to time be assigned.

SUPERVISORY RESPONSIBILITIES:

Supervises students.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Certificate in Guidance Counseling, Bachelors Degree in Elementary Guidance Counseling, and three years classroom experience. Must be able to effectively deal with the public and staff both in person and on the phone.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information to administrators, top management, public groups/community, and Board of Education.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plain and solid geometry and trigonometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES:

Ability to develop effective working relationships with staff, students, parents and the school community. Ability to communicate clearly and concisely. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. The employee frequently communicates through speech.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet. The employee is continuously interacting with the students, parents and staff.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.