

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Elementary School Counselor

DEPARTMENT: Career and Counseling Services

REPORTS TO: Building Principal/Director of Career & Counseling Services

POSITION SUMMARY: As part of a District Program under the direction of the Director of Career & Counseling Services, the school counselor is to provide services to elementary-aged children, their families and school staff. This position requires knowledge of District Regulations and Procedures, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills.

ESSENTIAL FUNCTIONS:

- Communicate clearly to stakeholders the services delivered including needs assessments for determining appropriate modes of service, short-term crisis intervention and referrals, and assistance to staff to maintain effective education.
- Work cooperatively with a building team in planning, supporting and providing instruction, and share with other staff the responsibility for supervision of activities and student behavior.
- Develop and provide individual and group counseling and guidance, including career education.
- Provide short-term crisis intervention and referral services to students, parents and staff as necessary.
- Provide topic-focused group counseling to address needs of building population, including divorce, social skills, grief and problem solving through the District Comprehensive Guidance Program.
- Evaluate pupil's educational growth and development as appropriate and make periodic reports to parents or guardians as well as to the designated school administrator.
- Lead and participate in school guidance team meetings as appropriate to build intervention plans for students.
- Advises, consults, and works with staff to identify staff and student behavior antecedents in order for staff to act proactively to maintain student-staff relationships and so that student develop the appropriate social skills
- Consult with building staff to enhance school behavior management skills.
- Develop and implement in-service activities for school personnel in the areas of interpersonal communication skills, child development, study skills, and school climate techniques.
- Work with middle school counselors in transition of out-going fifth grade students (i.e., records, placement recommendations and at-risk students).
- Implement a range of services to parents, including facilitation of parent groups focused on parenting skills aimed at promoting healthy growth
- Maintain safe and healthful conditions in the learning environment and report promptly to the principal any serious accident or illness affecting students.
- Attend staff and other professional meetings as may be assigned or necessary.
- Prepare reports as required by district, OSPI and other agencies.
- Collect, maintain and disseminate information to stakeholders as necessary and appropriate.
- Continue to improve methods and techniques by attending workshops, summer school, professional meetings or conferences, and keep abreast of current counseling and guidance innovations through professional literature.
- Demonstrate and maintain positive working relationships with staff, parents, community businesses and organizations, and national Counseling professional associations.
- Provides regular program evaluative feedback with suggested plans for amelioration of any targeted areas of concern to the building administration and the Director of Career and Counseling Services.
- Use technology for communication, presentations, trainings, workload management, and workshops.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: Master’s Degree or Doctorate in school counseling from an accredited university or college.

EXPERIENCE: Appropriate academic background and coursework for the position. Previous successful experience as a school counselor or school psychologist preferred.

CERTIFICATES & LICENSES: Valid Washington State Education Staff Associate Certificate to function as a school counselor. Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification of license herein and held at this date.

REQUIRED TESTING: None Specified

CONTINUING EDUCATION/TRAINING: That which is required to be effective in the position and to maintain certification

CLEARANCES: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt

BARGAINING UNIT: Issaquah Education Association (IEA)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date