

Elementary School Guidance Counselor

Qualifications:

Student Personnel Service or School Counselor Certification.

Report to: Building Principal and Supervisor of Counseling

Scope and Nature of Job: Elementary School Guidance Counselors are professional educators with a mental health perspective who understand and respond to the challenges presented by today's diverse student population. Elementary School Guidance Counselors don't work in isolation; rather they are integral to the total educational program. They provide a proactive approach that engages all stakeholders in the delivery of programs and services to help students achieve school success. The Elementary School Guidance Counselor aligns with the school mission and vision statement to support the academic achievement of all students as they prepare for the ever changing world they live in. The Elementary School Guidance Counselor assumes professional responsibility for providing a comprehensive approach to meeting students' needs.

Job Functions and Responsibilities:

1. Establish high standards and expectations for all students for academic performance and responsibility for behavior.
2. Assist teachers with planning and implementing learning experiences for children that promote positive concepts in self-esteem, personal relationships with others, responsible behavior, and attitude toward school and learning.
3. Participate/Coordinate on the Intervention and Referral Team.
4. Conduct HIB investigations and facilitate meeting with staff, HIB committee and other pertinent personnel.
5. Develop and facilitate the development and monitoring of 504 referrals and plans.
6. Counsel students regarding their academic, social and emotional needs, as it relates to the educational environment.

7. Recommend adjustment in learning experiences accordingly, requesting advice and assistance from district personnel, specialist and other resources when appropriate.
8. Counsel students on personal adjustment to the school environment.
9. Assist students in evaluating their aptitude and abilities through the use of teacher comments, interpretation of individual standardize test scores and other pertinent data.
10. Maintain and collect student records and ensure their confidentiality.
11. Assume responsibility for all students with the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well being of all students.
12. When available, assist with extra curricular activities, supporting the total program of the school. Attend school events to demonstrate genuine interest in the life of the students.
13. Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
14. Assist students with academic, emotional, social and/or behavior problems.
15. Show concern for the total need of each student, encouraging maximum growth and development.
16. Consult with parents/ guardians, teachers, support staff, administration and any local agencies which might be of assistance to the students.
17. Provide parents/guardians and other resources with accurate, comprehensive, and relevant information in an objective and caring manner.
18. Assist parents/guardians in helping students set and achieve goals.
19. Aid students in understanding their strengths and abilities so they may learn more effectively.
20. Teach students conflict resolution and peer mediation. Provide materials and information to staff regarding conflict resolution and peer mediation.-
21. Aid students in acquiring understanding and respect for individual freedoms and rights of self and others.
22. Aid in the understanding of the consequences of actions for self and others.

23. Nurture and enhance a positive school climate.
24. Assist students in dealing with family crisis.
25. Assist with development of students' self-esteem.
26. Provide individual parent conferences for students when necessary.
27. Conduct parent workshops when necessary or requested.
28. Conduct classroom observations for the sole purpose to help students' learning in their learning environment.
29. Keep accurate record of guidance and counseling activities.
30. Inform administrator of various student's needs or issues.
31. Make appropriate referrals to community agencies when necessary.
32. Attend workshops and other professional growth activities.
33. Protect the confidentiality of student records and release personal data accordance with state and Board policies.
34. Establish and maintain a cooperative relationship with faculty, staff and administrator to facilitate the provision of optimum guidance and counseling services.
35. Meet with new students to school; provide orientation and information relative to school procedures, curriculum, and extra curricular opportunities.
36. Provide individual and small group counseling services, including crises intervention, to the students experiencing difficulty with personal and social growth, academic performance, and referring students to other resources and agencies as needed.
37. Participate in reinstatement meeting whenever students are suspended from school.
38. Monitor student absences and lateness. Provide guidance and interventions of habitual tardy and absent students.
39. Assist with approved research and follow up studies related to student achievement, effectiveness of curriculum, student attitudes and perceptions, parent and community perceptions, and other information useful to the school to assess the overall effectiveness of the program for students.

40. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with school.
41. Provide a nurturing, supportive, and positive climate, using positive motivation that encourages student responsibility.
42. Establish a professional rapport with students that earn their trust.
43. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
44. Attend required staff meeting and serve, as appropriate on staff committees.
45. Notify immediately appropriate personnel of evidence of any DYFS related issues.
46. Guide and direct students through normal student conflict on the playground, in the classroom and in the lunchroom.
47. Monitor cum-folders to ensure that current information and data is completed.
48. Facilitate building based testing, the distribution, monitoring and collection of test both standardized and district level tests.
49. Analyze tests, both standardized, building based and district based to make recommendations to improve student academic achievement.
50. Provide a high level of professionalism, integrity and confidentiality when meeting with students, staff, parents, and administration.
51. Perform such duties as playground duty, lunch duty and within the framework of the building operation.
52. Trained to assist and coordinate State Testing
53. Member of traumatic event/school crisis team.
54. Perform any duties as may be assigned by the Building Principal.