



First Mesa Elementary School

Position Description

School Counselor

Supervisor: CSA

Program: Education (Certified Scale)

Summary:

This position's primary role is working with students. The school counselor will promote student success through the implementation of this comprehensive school counseling program that addresses the academic, career, and personal/social needs of students. In addition, the counselor serves as a consultant, resource person, guidance specialist, researcher, and educator. These roles support the function of counseling of students and allow the counselor to serve as the students' advocate.

Tasks:

Essential function may include the following tasks, knowledge, skills and other characteristics. This list is illustrative only, and is not a complete listing of all functions and tasks to be performed by positions in this job class.

- Plans, organizes, and delivers the comprehensive school counseling program.
- Delivers and implements the guidance curriculum through the use of effective instructional skills and careful planning of structured classroom lessons and small group sessions.
- Implements individual student planning by guiding individuals and groups of students and their parents through the development of educational, person, social, and career plans.
- Implements responsive services through the effective use of individual and small group counseling, consultation, and referral skills.
- Implements systems support through effective guidance program management and support for other educational programs.
- Meets with the school administrator at the beginning of the school year to discuss the counseling department management system and the program action plans.

- Uses data as a guide when deciding school counseling program direction and emphasis.
- Monitors the students on a regular basis as they progress in school.
- Counsel individuals and small groups of children toward social and emotional growth;
- Consult with and train teachers, parents, and staff regarding children’s needs;
- Refer children with problems and their parents to special programs, specialists and outside agencies;
- Participate in and/or facilitate the intervention team process;
- Assist the student in understanding and accepting himself/herself as an individual and enabling the student to express an awareness of his/her feelings, values and needs.
- Assist the pupil in the development of the ability to cope with and solve problems competently.
- Clarify guidance and counseling services for students, parents, and staff that are available through the school.
- Serves as a resource person on the growth and development of students.
- Assist parents in developing realistic perceptions of their children’s aptitudes, abilities, interests, attitudes, and development in terms on educational and occupational planning, school progress, and social progress.
- Share appropriate information with staff members, noting the need for confidentiality.
- Identify pupils with special needs and make appropriate referrals.
- Participate in staff meetings and case conferences.
- Articulate services available between both elementary and junior high school.
- Assist in assessment of potential aptitude and interpretation of achievement instruments.
- Evaluate school guidance program, using data retired from surveys.
- Perform other duties assigned by supervisor.

Knowledge, Skills and Abilities:

- Ability to establish professional relationships within the school and the school community to enhance student achievement.
- Ability to use technology in research, program development, management, and delivery.
- Ability to work with diverse populations and cultures.

Qualification:

Experience: Three (3) years’ experience as a school counselor or closely related field.

Education: Master’s degree in Guidance and Counseling

Other Qualifications: Must possess valid Arizona State School Counseling Certification Pre K-12.

Physical Effort:

Work environment is generally within the school building, offices and on school grounds, requiring walking, sitting and bending. Time outside the normal school hours may be required and may exceed ten hours per week. Must maintain a condition of good physical and mental health.

Terms of Employment:

1. This position is based on a ten (10) month contract.
2. Requires Arizona State School Counseling Certification Pre K-12.
3. Suitability for employment must be established with an extensive background investigation.
4. Hopi/Indian Preference in employment is considered.