



Job Title: **School Counselor - Elementary**  
 Department: **Responsive Services**  
 Supervisor: **Director of Responsive Services/Principal**  
 Lane Placement: **Licensed Salary Schedule**  
 Schedule: **8 hrs/188 days**  
 Evaluation Group: **CTESS Ed-Spec**  
 FLSA Classification: **Exempt**

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## **JOB DESCRIPTION**

Under the direction of the building principal, the School Counselor - Elementary plans and provides for appropriate services for students; provides an atmosphere and environment conducive to the intellectual, physical, social and emotional development of all students; and monitors and evaluate student outcomes. They collaborate with teachers, administrators, school psychologists, school nurses, parents, and community groups to promote the success of each student; develops, selects and modifies guidance lessons and materials to meet the needs of all students. They meet with students individually, in small groups, or in classroom sessions. School Counselors - Elementary will also help students transition from elementary to secondary schools.

## **ESSENTIAL FUNCTIONS**

- Discuss the school counseling program and action plans with the school administrator
- Provide services to students in the areas of academic, personal/social, and career development
- Counsel students individually and in small groups
- Conduct classroom guidance activities
- Review school data frequently to ensure that the school counseling program is meeting the academic, career, and personal/social development of all students
- Prepare reports, records, lists, and all other required information and data
- Encourage teacher/parent communication and community involvement
- Assist students in conflict resolution
- Manage crises
- Assist in the identification of students with special needs
- Interpret student records
- Initiate student programs
- Refer students to appropriate school personnel and community agencies
- Participate in SST, Child Study, and 504 meetings
- Participate in parent/teacher conferences
- Serve as resource for school personnel and parents.
- Maintain a variety of files/records and departmental library of supplementary and reference materials
- Follow required procedures and practices
- Submit monthly time and task reports electronically
- Attend district-wide counselor meetings
- Participate in professional development activities
- Provide leadership and collaborate with other educators in the school-wide integration of USBE's School Counseling Program model
- Implement an effective referral and follow-up process

- Use available technology resources to enhance the school counseling program such as websites, interest surveys, career explorations, and links to community resources
- Work with the administration to create, coordinate, and implement student orientation programs for incoming students
- Conduct parent education classes in cooperation with the Canyon's Family Center
- Join and participate in appropriate professional organizations and continue to further their academic involvement
- Is responsible for understanding and adhering to laws, District policies, and procedures
- Predictable and reliable attendance

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

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| <ul style="list-style-type: none"> <li>• This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.</li> <li>• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.</li> <li>• The requirements listed below are representative of the education, knowledge, and experience requirements; the machines, tools, and equipment used; background; and any licenses or</li> </ul> |
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### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check
- Requires a Master's Degree from an accredited college or university
- Requires a valid Professional Educator License for the State of Utah within the relevant "License Area of Concentration"
- Requires strong oral and written communication skills with students, parents, and staff
- Requires strong computer and educational technological skills
- Requires effective problem solving, organizational, multi-tasking, and time management skills
- Requires the ability to implement effective counseling strategies
- Requires the ability to create and engage students in guidance curriculum in small groups to large assemblies
- Requires the ability to establish and maintain a positive learning environment
- Requires the ability to calmly handle crisis issues
- Requires the ability to establish and maintain effective working relationships with pupils, parents, school staff, district staff, and patrons
- Requires the ability to work as a member of a team as well as the ability to work independently with little direct supervision

<p><b>NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of training and experience and availability of formal training programs, some exchanges can be made between training and experience.</b></p>
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**PHYSICAL REQUIREMENTS**---*Not limited to the following:*

- While performing the duties of this job, the School Counselor-Elementary is regularly required to speak and/or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The School Counselor-Elementary is occasionally required to use hands to handle or feel and must occasionally climb or balance.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- The physical ability to perform the essential functions listed above with or without reasonable accommodation.
- The ability to lift a minimum of ten (10) pounds.
- The physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, and interaction with critical personnel.

**Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the job.*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

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Effective date: 6/10/2020