

*Counselor – Primary School
School District Job Description*

Position Title: Counselor - Primary School
Department: Instruction
Reports To: Principal

SUMMARY: Counsels individuals and provides group educational and vocational guidance services by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Provides support services for students in the areas of academic programs, team teaching, registration, course planning, school rules and other matters.
- Assesses and counsels students based on observations, conversations and test results. Provides personal counseling for students, families and groups to help them learn greater self- understanding, acceptance of responsibility and better decision-making skills. Provides group counseling for interaction, communication and support skill development.
- Administers tests and diagnoses results in areas such as organization, memory skills, aptitude and preferences.
- Serves as building 504 coordinator.
- Evening conferences for support groups, test interpretations with parents, new student orientation with parents.
- Assists with coordination of building At-Risk services, including leadership role in ALIRT and tutoring.

SUPERVISORY RESPONSIBILITIES:

Duties as assigned by administration; regular classroom supervision.

EDUCATION and/or EXPERIENCE: M.A. in counseling. Specific Course work related to Elementary School

CERTIFICATES. LICENSES. REGISTRATIONS:

Degree or endorsement in counseling. Valid Elementary or Secondary Teaching Certificate.

EVALUATION: Performance of this position will be evaluated in accordance with provisions on the Board's policy on Evaluation of Support Services Personnel.

TERMS OF EMPLOYMENT: Nine month employee on twelve-month contract. Salary and work year to be established by the Board of Education.

Acknowledged _____

Date _____