

## **ELEMENTARY SCHOOL COUNSELOR**

### **BASIC FUNCTION:**

Under the direction of the site administrator, to counsel students at the elementary school level.

### **ESSENTIAL JOB FUNCTIONS:**

Counsel students in the areas of personal, academic, and career guidance.

Assist students, individually or in small groups, to develop positive respect for self.

Serve as a resource to staff/students/parents in the area of academic attitudes and interpersonal relationships.

Coordinate the work of Child Study Teams to plan interventions for students who evidence academic or social needs.

Serve as a resource to staff/students/parents to provide intervention strategies for students with social or academic needs.

Handle minor student discipline referrals.

Demonstrate sensitivity to various family and cultural patterns in counseling sessions.

Ensure placement in appropriate programs and emphasize academic guidance for special needs students.

Counsel students and parents in the area of attendance.

Demonstrate knowledge of child growth and development by identifying student needs, and, when necessary, referring to appropriate resources, such as health and psychological services.

Maintain appropriate documentation (i.e. case files, registers, Medi Cal support documents, etc).

Work cooperatively with District staff, support personnel, local school staff, and parents to coordinate effective learning, student school plans and counseling techniques for students.

**KNOWLEDGE AND ABILITY TO:**

Develop and maintain open channels of communication between home and school.  
Develop and maintain an atmosphere of mutual respect among students, teacher, and staff.  
Keep records that meet the needs of students, school, and District.  
Adhere to curricular objectives.  
Participate in curriculum development.

Ability to communicate in Spanish is desirable

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

Ability to work at a desk and in meetings of various configurations.  
Ability to read printed matter and computer screens.  
Ability to communicate so others will be able to clearly understand a normal conversation.  
Ability to understand speech at normal levels.  
Ability to bend, twist, stoop and reach.  
Ability to drive a personal vehicle to conduct business.

**CREDENTIAL:**

Must possess a valid California credential authorize service as an Elementary School Counselor.

Must possess a valid California driver's license.