

JOB DESCRIPTION

DEPARTMENT: INSTRUCTIONAL SUPPORT SERVICES

JOB TITLE: ELEMENTARY SCHOOL COUNSELOR

REQUIREMENTS:

A. Education Level:

Master's degree in counseling from an approved school counselor preparation program. South Dakota School Counselor Certificate.

B. Experience Desired:

Previous experience in a school setting.

C. Physical Requirements:

This position requires constant hand-eye/mind-eye coordination, hearing; intermittent dialing, keyboarding, speaking, walking, sitting, grasping, holding, indexing, scheduling, and writing.

D. Other Requirements:

As a member of the elementary counseling staff, a counselor is to provide a comprehensive counseling program for students in grades K-5. The counselor provides activities to meet the needs of students and support to the other elementary school educational programs.

REPORTS TO:

Principal
Director of Instructional Support Services

RECEIVES GUIDANCE FROM:

Director of Instructional Support Services

DATE:

Revised May 2003

ESSENTIAL FUNCTIONS AND DUTIES:

1. Counsels individuals and small groups.
2. Guides and counsels groups and individual students toward the development of educational and career plans.
3. Consults with teachers, staff, parents and other significant people regarding the needs of students.
4. Refers students with significant challenges to appropriate community resources in consultation with their parents.
5. Provides parent education opportunities.
6. Provides orientation of students to new situations.
7. Plans, evaluates, and revises the building counseling program.

