

ELEMENTARY GUIDANCE COUNSELOR
(Job Description)

QUALIFICATIONS:

- (1) Posses and maintains proper guidance counselor certification as required by the Department of Public Instruction.
- (2) Have earned a master's degree in school counseling.
- (3) Have two years of educational or work related experience, when possible.
- (4) Have the ability to cooperate with staff, parents/guardians, administration and community resource people.
- (5) Be able to demonstrate effective communication skills.
- (6) Have the ability to develop rapport with students.
- (7) Be able to analyze and offer problem-solving techniques.
- (8) Have patience.
- (9) Be able to empathize and understand students' concerns.
- (10) Possess teaching skills to administer developmental guidance curriculum; organizational skills; computer literacy; and knowledge of the developmental guidance philosophy.
- (11) Have other qualifications as may be recommended by the Board.

REPORTS TO:

Elementary School Principal

JOB GOALS:

- (1) To participate in the planning and implementation of the developmental guidance and counseling program, in relation to the needs of the students being served.
- (2) To provide guidance, counseling, coordination, consultation, referral and delivery of informational services.
- (3) To assist in promoting parent involvement, community relations, program evaluation and curriculum support where appropriate.

JOB RESPONSIBILITIES

The elementary guidance counselor shall:

1. Assist students with academic, emotional, social or behavioral problems.
2. Show concern for the total need of each student (educational, vocational, personal and social), encouraging maximum growth and development.
3. Consult with parents/guardians, teachers, support staff, administration and any local agencies which might be of assistance to the students.
4. Provide parents/guardians with accurate, comprehensive and relevant information in an objective and caring manner.
5. Work with staff to enhance understanding of all aspects of the student's development and its impact on learning.
6. Assist parents/guardians in helping students set and achieve goals.
7. Aid students in understanding the school environment and what is expected of them.
8. Aid students in understanding their strengths and abilities so they may learn more effectively.
9. Teach conflict resolution skills.
10. Aid students in acquiring an understanding and respect for individual freedoms and rights of self and others.
11. Aid in the understanding of the consequences of actions for self and others.
12. Assist students in dealing with a family crisis (e.g., separation, divorce, death, neglect and abuse, unemployment and alcoholism).
13. Assist with development of students' self-esteem.
14. Provide orientation and registration for students who are entering middle school.
15. Provide career education activities for all students, including current, up-to-date career awareness and development materials.
16. Serve as member of the Kindergarten Screening Team.
17. Provide parents/guardians with interpretation of standardized test results upon request.
18. Provide individual parent conferences for students when necessary.
19. Conduct parent workshops when necessary or requested.
20. Conduct regular classroom sessions.
21. Provide individual conferences for students experiencing academic difficulty.

22. Develop guidance and counseling for gifted and talented students.
23. Keep accurate records of all counseling and guidance activities.
24. Assist in the evaluation of student services programs, procedures and activities.
25. Administer standardized testing program.
26. Write articles for the district newsletter.
27. Inform administration of various student's needs or issues.
28. Assist in appropriate student referrals.
29. Serve as a multidisciplinary team (M-Team) member and attends all initial M-teams.
30. Assist in the development of an individualized education plan for students with exceptional educational needs.
31. Participate in home visits upon request.
32. Make appropriate referrals to community agencies when necessary.
33. Serve as consultant to parents/guardians, staff and administration.
34. Participate in parent-teacher conferences.
35. Attend workshops and other professional growth activities.
36. Protect the confidentiality of student records and release personal data in accordance with state laws and Board policies.
37. Establish and maintain a cooperative relationship with faculty, staff and administration to facilitate the provision of optimum guidance and counseling services.
38. Delineate and promote the counselor's function in meeting the needs of students.
39. Assist in the development of: curricular and environmental conditions appropriate for the school and community; educational procedures and programs to meet student needs; and, a systematic evaluation process for guidance and counseling programs, services and personnel.
40. Conduct appropriate research and report findings in a manner consistent with acceptable education and psychological research practices.
41. Participate in local, state and national associations which foster the development and improvement of school counseling whenever possible.
42. Work with the administration on additional activities as necessary.
43. Perform other duties as may be assigned. TERMS OF EMPLOYMENT;

Salary and work year shall be in accordance with provisions of the current employee agreement.

EVALUATION;

The elementary guidance counselor shall be evaluated in accordance with Board policy and established procedures.

LEGAL REF.: Sections 118.19 Wisconsin Statutes
 118.21
 121.02(1)(a), (e) & (q)
 PI 8.01(2)(q), Wisconsin Administrative Code

CROSS REF.: 365, Guidance and Counseling Program
 538.1, Professional Staff Evaluation
 OFEA Contract

APPROVED: January 16, 1990

REVISED: September 24, 1990