

**Job Title:** Elementary Counselor

**Reports To:** Principal

**FLSA Status:** Exempt

**Work Days:** 190 Days

### **JOB SUMMARY**

The Counselor provides support and resources for students and families in order to increase the success of students. Counselors consult with students, teachers and parents to identify developmental needs and design prevention or intervention activities in order to guide students on a healthy path towards individual success. The Counselor collaborates, consults and partners with students, principal, team members, parents, community members, and partners. Through this collaborative process, the Counselor helps identify social, emotional as well as mental, behavioral health needs and helps design and support activities and strategies to best support the student. The Counselor supports team members by providing support for implementation of strategies within classrooms. The Counselor provides support in a variety of settings to include the classroom in small group settings, and in individual settings with students.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Lead the school's social and emotional development programs and curriculum.
2. Lead school-wide Behavior Support System (PBIS) including support of Student Leadership.
3. Lead and design systems to improve student attendance and work with families, staff members and community organizations to remove barriers to student attendance.
4. Take an active leadership role in restorative practices (following a disciplinary action) to include, but not limited to; collaborative problem solving, restorative circles, and communicating with students, parents and staff to support a student plan to prevent further disciplinary actions/referrals.
5. Take an active role in Family Engagement and Parent Education activities and strategies.
6. Take an active role in Professional Learning Communities (PLC).
7. Take an active role in supporting and building a strong positive school culture and learning environment and in interpreting the school's mission, purpose and goals to students, parents, staff and the community.
8. Support the planning and implementation of school-wide improvement practices. Coordinate Student Support Team Services and is an Active Leader on the School CORE RTI Team.
9. Familiar with writing, implementing, and following through on 504 plans and Personal Education Plans (PEP).
10. Plan and implement District Counseling Curriculum in regular education classrooms.
11. Support school leadership in providing behavioral support for students as needed.
12. Support students by providing counseling on an individual and/or group basis to increase student/school readiness, personal growth, resolve personal problems related to home, school and family relations, emotional adjustment, grief and health-related matters that interfere with their optimal performance as learners.
13. Collaborate with specialists, teachers and the student to reduce barriers to student learning by providing specific, targeted, skills training to increase student's school readiness.
14. Collaborate with District and individual school programs as well as community agencies and programs.

15. Demonstrate a growth mindset and provide training and coaching for team members to increase knowledge and understanding on topics that will increase support for students.
16. Effectively collaborate with all stakeholders to include community agencies and partners, to reduce or eliminate barriers to student learning.
17. Participate on school, district and/or community committees related to student success.
18. Coordinate and provide instruction in social skill and social interaction programs that improve student interpersonal skills and interactions with their peers and adults.
19. Assist students in exploring interests and abilities in order to set goals.
20. Provide encouragement for students to participate in school and community activities.
21. Review student records as needed and protect their confidentiality.
22. Participate in medicaid billing for eligible students on caseload if holds a state license.
23. Assist with the welcome of new students and families to the school facility and programming.
24. Assist with transition activities between grades and school levels.
25. Maintain appropriate licensure and training hours as required.
26. Comply with applicable District, state, local and federal laws, rules and regulations.
27. Adhere to all standards established by Teachers Standards and Practices Commissions for Competent and Ethical Educator.
28. Adhere to all Oregon Administrative Rules related to licensed educators.
29. Attend work regularly.
30. Other duties as assigned.

### **MARGINAL DUTIES AND RESPONSIBILITIES**

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Serve on building and District and school committees and councils.
2. Report issues to authorities as necessary, animal control, suspicious activity etc.
3. Report safety, sanitary and fire hazards immediately to the supervisor.

### **SUPERVISORY RESPONSIBILITIES**

This position may supervise volunteers, student aides, and instructional assistants. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment at all times.

### **MINIMUM QUALIFICATIONS**

- Master Degree in Counseling (equivalent related degrees might include social work, behavioral health, school psychology)
- Valid license issued by Oregon TSPC
- Submission of Professional Application Materials.

### **PREFERED QUALIFICATIONS**

- Demonstrated experience working with children in an elementary school setting.
- School Counselor Endorsement from Oregon Teachers and Standards Commission (TSPC)
- Bilingual Spanish and/or experience working with Spanish speakers.
- 2 years counseling experience.
- Positive performance evaluations.
- Positive recommendations from recent supervisors.

## **REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

- Ability to work well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with team members, students, families, partners, and community members.
- Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff or members of the community. Ability to draft simple correspondence and some routine reports. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to work with both students and adults, at problem solving and conflict de-escalation.
- Ability to add, subtract, multiply and divide. Ability to perform these operations using units of American money and weight measurement, volume and distance.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to proficiently use database software, internet applications, e-mail and word processing software. Ability to proficiently use the following programs strongly preferred: Synergy, SWISS, Google suite Applications. Ability to type accurately and proficiently.
- Ability to appropriately communicate with students, teachers, parents, members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment, work in an environment with constant interruptions, and maintain confidentiality.
- Ability to exhibit professionalism in various settings to include: listening to others without interrupting, growth mindedness, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive and effective school climate and culture.
- Ability to obtain licenses needed as determined by the District including, a valid Oregon Driver License and ability to obtain a valid CPR/First Aid card.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must regularly lift and/or move up to 15 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Occasionally perform work beyond a standard 40-hour work week when workload requires.

The work environment is in a school that combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate and occasionally high. Employee may be exposed to bloodborne pathogens.

**OTHER**

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

**NON DISCRIMINATORY**

Redmond School District is committed to equal opportunity and non-discrimination in all of its educational and employment activities. The District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, disability, marital status, or age in its programs and activities.

Prepared By: Human Resources

Revised Date: June 21, 2022

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_