

BUHLER USD 313 CERTIFIED STAFF JOB DESCRIPTION

TITLE: STUDENT SUPPORT SERVICES / COUNSELOR – Elementary School

REPORTS TO: Building Principal

SUPERVISES: Assigned students/staff members

EVALUATION: As per Negotiated Agreement

CLASSIFICATION: Exempt

JOB SUMMARY: Through leadership, advocacy, and collaboration, counselors at USD 313 promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students.

QUALIFICATIONS: Must have a School Counseling or Social Work degree.

PERFORMANCE RESPONSIBILITIES:

1. Works with families of children who have reoccurring behavioral problems to provide resources to support students who are referred for behavior case management issues.
2. Provide personal/social/emotional and educational services to individual and groups of students.
3. Assist families to help their children to understand their aptitudes, interests, attitudes, abilities and opportunities for self-fulfillment.
4. Coordinate and develop resources in community agencies to support at-risk students.
5. Participate in and assist to coordinate, as assigned, various programs for students.
6. Work with families of children who experience difficulties adjusting to the school environment.
7. Follow up on suspected neglect and/or child abuse cases.
8. Keep informed of local, state, and federal legislation relating to the welfare of school age children.
9. Seek and take opportunities to better himself/herself professionally via in-service and inter-agency meetings, conferences, seminars, classes, and other avenues for self- improvement.
10. Adheres to professional ethics.
11. Ensure that programs reflect the philosophy of the District.
12. Receive and act on information and referrals relating to the welfare of children.
13. Maintain close contact and act as liaison with community and other agencies involved in the welfare of children.
14. Maintain promptness and accuracy in making reports and keeping records.
15. Intervene when appropriate, in crisis intervention within the school environment.
16. Participate in parent/staff meetings about individual students.
17. Conduct character education lessons that help students become better decision makers.
18. Demonstrate effective human relations and communication skills.
19. Complies with good safety practices.
20. Complies with all district rules, regulations, and policies.
21. Other duties as assigned.

PHYSICAL REQUIREMENTS / ENVIRONMENTAL CONDITIONS

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
2. Requires regular attendance and physical presence at the job.

APPROVED: 4/9/2018