

WINDBER AREA SCHOOL DISTRICT
JOB DESCRIPTION

Department: Instruction

Standard Title: Elementary School Guidance Counselor

Primary Function:

The Elementary School Guidance Counselor will execute all duties required for an effective educational/guidance program for all Elementary School children.

Supervision Received:

The Elementary School Guidance Counselor is directly responsible to the assigned administrator and/or his/her designee.

Direction Exercised:

The Elementary School Guidance Counselor is responsible for the supervision of the Guidance Support personnel.

Essential Duties:

1. Approve changes in the student's educational program.
2. Conduct research in curriculum offerings and offer constructive suggestions for improvement to the teachers and the administration.
3. Hold conferences with teachers and/or parents when necessary for the purpose of studying the problems of specific students.
4. Work out a program for meeting the needs of students who may not complete promotion requirements.
5. Maintain a program for dispensing information on guidance activities through a publication of a Guidance Newsletter and web site.
6. Cooperate with the administration in planning the orientation for new K4 and Kindergarten students during the spring and summer.
7. Supervise the maintenance of the scholastic and personal records and the release of information to qualified agencies.
8. Conduct a testing program in accordance with the general school program.
9. Be involved in discipline matters only on a remedial or preventative role; no punitive discipline will be handled by the counselor.
10. Assist in the selection of students for Honorary Awards.
11. Assist in the organization and presentation of Student Awards ceremony.

12. Act as a Public Relations Agent to improve communication among the various publics serviced by the guidance department and to promote good guidance relationships.
13. Monitor any independent study activities through close cooperation with the teachers and students.
14. Identify exceptional students and provide educational experience appropriate to their special needs.
15. Participate in and facilitate the intervention team process.
16. Plan and evaluate the counseling program.
17. Maintains student records, and complies with laws and regulations which relate to confidentiality of identifiable student information.
18. Provides consultation and training as may be requested by school administration.

Career Guidance:

1. Supervise the maintenance and use of career resources.
2. Develop and maintain a program to disseminate career information to teachers and students by loaning career materials and providing the opportunity to discuss careers.
3. Work with teachers and department heads in relating their subjects to the career aims of the students.
4. Participate in industrial and business visitations to learn more about local career opportunities for students.
5. Plan and organize for a variety of speakers to provide career information from local successful people in specific fields.
6. Participate actively on committees which affect student education.

Personal Guidance:

1. Make counseling available for every student in the Middle School.
2. Provide the atmosphere which will enable students to feel comfortable discussing their concerns.
3. Seek out those students who have specific personal adjustment difficulties and assist them in positive support and direction.
4. Conduct group counseling sessions for students with such objectives as decision-making, values clarification, self-concept, career choice, and personal adjustment.
5. Provide information to acquaint students with career opportunities.
6. Plan individual programs for students with special needs so that he/she may be promoted.
7. Assist students experiencing academic difficulties on an as needed basis.
8. Facilitate student placement into alternate settings when appropriate.

Legal and Ethical Duties:

1. Maintains confidentiality about all aspects of student performance and written and oral records.
2. Demonstrates a respect for the legal and human rights of students.
3. Follows health and safety procedures established by the district.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates loyalty, dependability, integrity, and other ethical standards.
6. Follows the chain of command for various administrative procedures and student or program concerns.

Secondary Duties:

1. To work with the principal in directing a program of continuous instructional delivery of all levels and in all subject areas.
2. Keep informed of modern educational thought and practices through advanced study, attending conferences, clinics, workshops and seminars; membership in professional organizations and professional readings.
3. Performs duties with awareness of all LEA requirements and practices.
4. Perform duties as assigned by the Superintendent and/or his/her designee.

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. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.

6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. The Elementary School Guidance Counselor shall hold at least a master degree and appropriate certification from an accredited institution.
2. Knowledge of State and Federal regulations relative to elementary instruction.
3. Knowledge of program planning and budgeting.
4. Excellent communication, problem solving and organization skills.

Salary:

The salary shall be in accordance with the schedule established by the Board of Education in the collective bargaining agreement.