



Updated 7/13/15
Updated 8/21/2023

Position Title: <i>Elementary Counselor</i>	Terms of Employment: <i>Per contract</i>
Evaluated By: <i>Building Principal</i>	Qualifications: <i>1) Master's Degree in Education or 2) Master's Degree in Counseling or 3) Valid Indiana School Counselor's License</i>
Desired Skills: <i>Loves kids, strong communication skills, technology literate, knowledge of academic standards, energetic, strong leadership skills, strong organizational skills, knowledge of how to implement a school counseling program, ability to maintain accurate records and confidentiality</i>	

Job Purpose Statement: *The purpose of the elementary school counselor is to assist students in the areas of academic achievement, career development and personal/social development through implementation of a comprehensive school counseling program that promotes and enhances student success.*

Key Performance Responsibilities:

- *Implement a comprehensive school counseling program to address academic, career and personal/social development for all students*
- *Assist students with academic, emotional, social or behavioral challenges*
- *Provide individual and group counseling to students*
- *Collaborate with teachers to provide resources and interventions for students*
- *Assist parents and families with resources and information about special programs and outside agencies for children/families in need*
- *Monitor student attendance*
- *Conduct monthly classroom guidance lessons for students in grades K-6*
- *Serve as school testing coordinator for statewide standardized testing at the elementary schools*
- *Serve on various committees and attend RTI meetings, IEP case conferences and other parent meetings*

- *Assist in coordinating the backpack program at the elementary schools*
- *Pursue continuous professional growth*
- *Other duties as assigned by administration or supervisor.*