

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: ELEMENTARY SCHOOL COUNSELOR**

#### **BASIC FUNCTION:**

To provide a comprehensive counseling program for all children in elementary schools. Consult with teachers, parents and staff to enhance their effectiveness in helping students. Provide support to other elementary educational programs.

Under the direction of an assigned supervisor, assess and define problems children may be experiencing with school attendance and performance, family interactions, social problems and school-community relations which interfere with the student's ability and potential to obtain a satisfactory education; consult and assist parents, teachers and others concerned with the child and his family in planning appropriate strategies for the problem and to assure services are provided according to planned strategy.

#### **ESSENTIAL FUNCTIONS:**

Collaborate with school administration and staff in developing student knowledge, skills, and attitudes that promote personal, social, emotional, and academic growth.

Provide individual and group counseling, and guidance to students.

Use all district data systems to collect and analyze data relative to attendance, behavior, and achievement, and communicate with students, parents, and teachers regarding the assessment results.

Maintain accurate records regarding student cases; analyze data relevant to student needs.

Collaborate with middle school counselors to provide elementary students with a smooth transition to middle school through articulation activities.

Participate in various multidisciplinary teams, such as Student Study Teams (SST) to identify necessary support services (e.g. counseling, assessment, and interventions)

Monitor and case manage student progress for targeted students.

Provide professional development to school staff and parent education workshops.

Provide classroom guidance activities and develop school-wide guidance programs to address conflict resolution, self-esteem issues, peer relationships, goal-setting, and the development of organizational skills and positive work habits.

Provide support to teachers to find solutions for working with students in need.

## **Elementary School Counselor – Continued Page 2**

Provide counseling to families to assist students with school and social adjustment problems; conduct home visits as appropriate; provide crisis counseling services as needed.

Consult and collaborate with school personnel to promote a school environment responsive to the needs of children.

Refer students to social services and government agencies, support groups and other community resources as appropriate; consult with law enforcement regarding students as necessary.

Establish with the child and the family opportunities to discuss personal and interpersonal, and intrafamilial concerns.

Serve as a catalyst to generate, enhance and facilitate the problem-solving process as it affects individuals, groups, institutions and systems.

Serve as an intercessor for students and their family in dealing with community agencies and institutions and with the school system; serve as an intercessor for the school system in dealing with community agencies and institutions.

Participate in special programs such as the Foster Youth Program as assigned.

Perform related duties as assigned.

### **DEMONSTRATED KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Knowledge of and experience in the use of counseling and guidance techniques with elementary students.

Ability to communicate effectively and work cooperatively with colleagues, other District personnel, and community representative and agencies.

Knowledge of the growth and development of children, learning theory, and mental health concepts.

Understanding of the relationship between the total educational program and counseling/guidance services.

Understanding of the physical, intellectual, social and emotional growth patterns of students.

Effective personal and academic counseling techniques and procedures.

Counseling theory, ethics and associated legal confidentiality requirements.

Laws regarding minors and child abuse reporting.

Applicable sections of the State Education Code and other applicable laws, rules and regulations related to assigned activities.

Normal and abnormal child behavior and development.

Behavior modification techniques and strategies.

Student assistance programs.

### **Elementary School Counselor – Continued Page 3**

Community referral resources.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping techniques.

Participate in Conflict Resolution.

#### **ABILITY TO:**

Ability to counsel students effectively and conference with parents concerning their child's school behavior and/or academic achievement.

Ability to work effectively with all racial, ethnic, linguistic, disability, and socio-economic groups.

Ability to plan, organize, prioritize, and perform a variety of concurrent duties.

Ability to compose and comprehend written communication.

Ability to make formal public presentations.

Provide counseling and guidance services to students.

Make referrals to other community resources, support groups and social service agencies as appropriate.

Plan, prepare and conduct individual and group counseling sessions.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Set limits and personal boundaries for students.

Complete work with many interruptions.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Meet schedules and time lines.

Work confidentially with discretion.

Maintain records and prepare various reports, including confidential materials.

Establish and maintain cooperative and effective working relationships with others.

Maintain consistent, punctual and regular attendance.

Sit or stand for extended periods of time.

Walk around the campus.

Exchange information with others.

Monitor student behavior.

## **Elementary School Counselor – Continued Page 4**

### **EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree in psychology, social work or closely related field and sufficient training and experience to demonstrate the knowledge and abilities listed above.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid Pupil Personnel Services Credential.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Office and classroom environment.

Constant interruptions.

#### **HAZARDS:**

Potential exposure to volatile and emotional individuals.

