

**Jefferson School District  
Job Description**

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**Job Title:** Guidance Counselor - Elementary  
**Reports To:** Principal  
**FLSA Status:** Exempt

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**JOB SUMMARY**

This position provides guidance counselling and advice on District programs to staff and students. Such duties may include counselling, identifying students with special needs, registering students and developing special programs.

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**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 duties may be assigned.*

1. Follows and maintains knowledge of all District policy(ies) and procedures.
  2. Maintains student records and protects their confidentiality.
  3. Works to identify and assist students in overcoming disabilities in concert with other building staff and parents.
  4. Works closely with staff on teams relevant to student and staff needs, i.e. at risk training, parenting, teachers' assistance team etc.
  5. Works to discover and develop special abilities of students.
  6. Works with teachers and staff to identify students with special needs and provide services or make appropriate referrals for them.
  7. Assist with coordination and execution of the 504 program for the elementary school.
  8. Supervises student testing programs and assists in evaluating their aptitudes and abilities through interpretation of individual standardized test scores and other pertinent data.
  9. Works with staff and students in goal and responsibility development.
  10. Works with students on an individual basis in the solution of personal problems or difficulties with school environment.
  11. Provides inservice training in counseling, self-esteem development, social awareness, peer conflict management and stress management training for children and staff as needed or required.
  12. Confers with parents, teachers, students and community as necessary.
  13. Interprets the guidance program to community, parents, teachers and students.
  14. Advises administrators and faculty on matters of student discipline.
  15. Assists in the orientation of new faculty members.
  16. Reports safety, sanitary and fire hazards immediately to supervisor.
  17. Maintains appropriate certifications and training hours as required.
  18. Complies with applicable District, state, local and federal laws, rules and regulations.
  19. Interacts thoughtfully and courteously with students, staff and community.
  20. Attends work regularly and is punctual.
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### 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. Attends in-service trainings.
2. Attends staff meetings.
3. Files documents and maintains accurate records.
4. Fills out appropriate communication log(s) and paperwork.

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### SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Bachelor's degree (B.A.) or equivalent from four-year college or university or at least one year related experience and/or training or equivalent combination of education and experience. Prior successful experience working in a school setting, social services position or with young children strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with staff, young children and public.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to type accurately and proficiently.

- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of young children. Possesses knowledge of effective behavior management methods. Ability to exercise good judgment and work in an environment with interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid personnel service's license and K-8 counseling endorsement through the Teachers Standards and Practices Commission (TSPC) and CPR/First Aid card.

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### 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; stand; 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 occasionally required to stoop or kneel. The employee must regularly lift and/or move up to 25 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral 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.

The work environment 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, but occasionally high depending upon student population and activities. Employee may be exposed to bloodborne pathogens.

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### 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.

Prepared By: OSBA

Prepared Date: January 2010

I have read and understand this job description.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_