

JOB DESCRIPTION

ELEMENTARY GUIDANCE COUNSELOR

REPORTS TO: Director of Pupil Personnel Services
Building Principal

QUALIFICATIONS:

1. Master's degree in counseling
2. Nebraska Teaching Certificate with the appropriate endorsement
3. Experience as a classroom teacher.

RESPONSIBILITIES:

1. Provides individual and group counseling to students to improve their adjustment to school.
2. Offers a program of guidance to students in the regular classroom.
3. Consults with parents, teachers and administrators about students who exhibit behaviors at school that prevent them from establishing or maintaining satisfactory interpersonal relations with other students or school staff, or that impede their educational progress or the educational progress of others, and therefore require intervention for educational, social or emotional growth and development.
4. Helps orient new students to the school.
5. Participates as a member of building level multidisciplinary teams for all students who exhibit maladaptive behaviors in the school setting.
6. Conducts parent education programs, as needed, to facilitate student progress at school.
7. Consults with professional personnel in the community as needed.
8. Participates with the principal in the determination and reporting of suspected child abuse and neglect.
9. Conducts research for the evaluation and improvement of the guidance program.
10. Orients staff to the role of the elementary counselor.
11. Works cooperatively with the Director of Pupil Personnel Services and other elementary counselors to implement and improve the counseling program.
12. Confers periodically with counselors at other levels to maintain continuity in the counseling program.

LENGTH OF CONTRACT: Teacher's contract

SALARY: Teachers' Salary Schedule