

**Waco Independent School District
JOB DESCRIPTION**

Job Title:	Counselor - Elementary	Wage/Hour Status:	Exempt/Contract
Reports To:	Elementary School Principal and Director of PEIMS & Counseling	Pay Grade/Days:	103/190 Days
Dept. /School:	Assigned Campus	Date Revised:	May 2017

Primary Purpose:

Plan, implement, and evaluate a comprehensive program of guidance to school assigned, including counseling services. Provide a proactive developmental guidance program to encourage all students to maximize personal grow and development.

Qualifications:

Education/Certification:

Master's degree or current enrollment in program leading to Master's degree and full counselor certification Or
Valid Texas Counseling certificate

Special Knowledge/Skills:

Evidence of leadership skills, especially in the area of diverse populations and at-risk students
Ability to collaborate with diverse staff and community members in the delivery or programs and services to at-risk students
Working knowledge of state codes, governing guidance and counseling services
Excellent organizational, communication, and interpersonal skills
Strong computer skills in working with internet and software programs
Working skills in Microsoft office and Excel

Experience

Two years teaching experience.

Major Responsibilities and Duties:

Role 1: Guidance and Curriculum

1. In conjunction with campus staff, outlines, in writing, a campus guidance curriculum consistent with WISD's guidance curriculum; tailored to campus needs.
2. Submits monthly guidance lessons to Counseling Director.
3. Appropriately schedules presentations of guidance lessons.
4. Presents the guidance units effectively.

Counselor - Elementary

5. Consults with staff members regarding guidance material for presentations throughout the campus.

Role 2: Individual Planning

1. Involves students in personalized educational and career awareness.
2. Develop long and short-range plans with individual students and school personnel which are student/situation specific and designed to address academic, personal, and attendance needs in order to encourage maximum academic achievement and reduce dropout potential and/or rates.
3. Is knowledgeable in principles of testing and measurement which underline standardized testing programs and therefore may correctly apply principles of test and measurement for the interpretation of students, their parents and staff members.
4. Maintains the confidentiality of student assessment.
5. Applies campus, district and state policy in determining student placement and student scheduling.
6. Assists students in setting academic goals based on appraisal scores and/or academic performance.
7. Schedule, attend parent/teacher/principal/counselor conferences in order to follow student academic progress, discipline, absences, parent concerns, and staff requests.

Role 3: Responsive Services

1. Maintains an effective referral system for responding to student's needs.
2. Maintains a communication system that effectively collects and disseminates information about student to other professionals as appropriate.
3. Accurately assesses students' and their families' needs for referral and makes referrals to appropriate agencies and services.
4. Participates actively in the process for referral of students to school/district special services and/or programs.
5. Responds to students individually as needed.
6. Appropriately and effectively provides group counseling as needed.
7. Consults with parents, teachers, administrators and other relevant individuals to enhance their work with students.
8. Work closely, acting as liaison, with all stakeholders in an effort to identify, track, prevent, recover, or discourage potential dropouts, students who are at risk of failing, or students wishing to maintain and/or accelerate their education toward continuation and/or completion.

Role 4: System support

1. Develops a comprehensive guidance plan for the campus which defines needs priorities and program objectives.
2. Pursues continuous professional growth and development.
3. Maintains professional records.
4. Participates in and/or provides programming for enhancing the school climate.
5. Maintains membership in appropriate organizations.
6. Positively supports campus and/or district wide initiatives.

Role 5: Professionalism

1. Creates an atmosphere in which confidence, understanding and respect result in a helping relationship.
2. Adheres to the ethical standards of the Texas and American School Counselor Association.
3. Actively participates in appropriate in-service activities as well as faculty, district, and service center meetings.
4. Observes relevant legal standards.
5. Establish and maintain a professional relationship with all colleagues, students, parents, and community services/contacts.
6. Respectfully communicates and problem solves with students.
7. Exhibits technological skills.
8. Follows school policies, i.e., completing daily time requirements, dressing professionally, attending meetings, etc.
9. Perform other duties as assigned.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress

Use of computers and related technology

High pressure, fast pace, multiple deadlines, people intensive, frequent public contact.

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.

ACKNOWLEDGMENT

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

Employee Signature

Date

Printed Name

Employee ID #

Non Discrimination Statement

The Waco Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination of Title IX, please email titleixcoordinator@wacoisd.org or contact Waco ISD Assistant Superintendent of Human Resources and/or Waco ISD Coordinator of Student Management at 254-755-9410 and/or Waco ISD Director of Athletics at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Assistant Superintendent of Human Resources at 254-755-9410. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Director of Special Education at 254-755-9431 or; P.O. Box 27, Waco, TX, 76703.