

Elementary School Counselor

FLSA Status: Exempt

Last Revised: November, 2016

RESPONSIBLE TO: Site Administrators

PAY RATE: Refer Certified Personnel Salary Schedule

DEFINITION: An elementary school counselor helps students increase learning and understanding by helping them to overcome personal issues which might be barriers to learning.

RESPONSIBLE TO: Site Administrator

TERMS OF EMPLOYMENT: see Article 16 of Certified Contract

PAY RATE: Certified Teacher Salary (see Appendix A of Certified Contract)

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Administer an appropriate guidance and counseling program that aligns with the Nevada State School Counseling Program Student Standards, as needed at specific sites.
2. Deliver a system of individual student planning, responsive services, and system support within the guidance curriculum, as determined by site needs.
3. Conduct goal-oriented counseling, responsive to identified student needs, relative to student achievement and school success, including Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) and Foster Care Plans.
4. Collaborate with school personnel to assist students with developing skills that support personal social growth, academic achievement, high school graduation, and lifelong learning.
5. Maintain confidentiality and accurate student records using Infinite Campus, as appropriate.
6. Work professionally with administration, staff, parents, and community.
7. Comply with school and District policies and regulations as well as state and federal laws.
8. Facilitate a school-wide program to create a safe, positive, and respectful learning environment.

9. Serve as a resource for the school community, including referrals to outside agencies.
10. Participate in other job-related duties and activities related to the school site needs.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

- Demonstrate knowledge, skill, and ability to provide instruction and support in guiding the learning process toward achievement of curriculum goals.
- Assist all students including culturally diverse and special populations in meeting individual needs to support academic achievement and student development.
- Assist students and teachers with investigating college, university, and career and technical schools, scholarship options, and financial aid information in an effort to develop post secondary options.
- Assist students with acquiring skills that maximize their personal, social, and academic development.
- Support the school improvement process and assist in the implementation of school improvement goals.
- Work closely with school staff and administration to attain and meet School Performance Plan and site improvement goals.
- Maintain and communicate positive professional competence.
- Use effective and positive oral and written communication skills.

POSITION REQUIREMENTS:

Education and Training:

- Master's Degree from an accredited college or university.

Licenses and Certifications:

- Must possess or be able to acquire a Nevada Counselor's License issued by the Nevada Department of Education.
- Current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment.
- Bloodborne Pathogen and Universal Precaution Training

Physical and Mental/Intellectual Requirements:

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods. May involve work in crowded environments.

Hazards: Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

Evaluation:

Position will be evaluated in accordance to NRS 391.3125 and/or 391.3127

An Affirmative Action/ Equal Opportunity Employer:

The Lincoln County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed,

religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment. Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 728-8000.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____