



## Counselor - Elementary

### **JOB DESCRIPTION**

The School Counselor, under the supervision of the Principal, is employed to provide educational, career, social, and personal guidance and counseling for all students.

### **EDUCATION AND CERTIFICATION REQUIREMENTS**

- Master's Degree
- Counselor Certification
- Minimum three (3) years teaching experience

### **DUTIES AND RESPONSIBILITIES**

1. Plans, implements, and evaluates a comprehensive program of guidance, including counseling services.
2. Counsels students individually and in groups to assist their personal, social, educational, and career development.
3. Teaches guidance curriculum lessons.
4. Consults with teachers, parents, and school administrators to assist students' healthy development.
5. Guides students in educational and career planning.
6. Coordinates resources for student development.
7. Consults with teachers and campus administrators regarding guidance and advisement issues.
8. Participates in the school's educational program in roles which utilize guidance and counseling knowledge and skills.
9. Pursues relevant professional development.
10. Performs other duties as assigned.

### **MENTAL DEMANDS**

Ability to communicate effectively (verbally and written), reason, analyze, differentiate, read, coordinate, instruct, and maintain emotional control.

### **PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS**

Ability to lift and/or carry moderate weight (15-44 pounds), stand, climb, push, reach, perform repetitive hand motions, hear, speak, and may work prolonged or irregular hours.

**PAY GRADE: Counselor Pay Scale**

**NUMBER OF DAYS: 197**

**The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.**

**REVISED  
12/02/07**