

MORENO VALLEY UNIFIED SCHOOL DISTRICT
Human Resources Division

I. Position Title

Elementary School Counselor

II. Position Description

As a member of the school system's counseling staff, the elementary school counselor provides a comprehensive counseling and guidance program for elementary school students; consults and collaborates with teachers, parents, and staff to enhance their effectiveness in helping students; and provides support to other elementary school educational programs.

III. Responsibilities

- A. Implement the elementary school counseling and guidance program curriculum: Conduct counseling and guidance learning activities in the classroom for each grade level during the year in collaboration with the teaching staff.
- B. Guide and counsel students through the development of academic, career (life skills), and personal/social life plans: Collaborate with middle school personnel to assist students in making a smooth transition from elementary school to middle school.
- C. Counsel small groups and individual students. Provide individual group assistance to students regarding academic, career (life skills) and personal social issues. Conduct structured, goal oriented counseling sessions to meet the short-term identified needs of individuals and groups of students.
- D. Provide prevention and intervention services: Contribute to the effective delivery and implementation of prevention and intervention services for students such as the conflict resolution and crisis intervention.
- E. Consult and collaborate with teachers, staff, and parents in understanding and meeting the needs of students: Consult with and be a resource to teachers. Take a leadership role in seeing the infusion of counseling and guidance content into the curriculum, counselor related staff development, and parent education programs. Assist families with school-related problems and issues.
- F. Refer to students and their parents to appropriate specialists, special programs, or outside agencies: Consult with and refer to community-based resources including psychologist, psychiatrists, physicians, service agencies, and others.
- G. Participate in activities which contribute to the effective delivery of educational service: Cooperate and collaborate with other professionals in enhancing the education of students; establish and maintain effective relationships with staff and administrators; communicate with administrators, teachers and staff, students, parents, and the community regarding the counseling and guidance program and its roll in the educational program.
- H. Plan, evaluate, and revise the counseling and guidance program: Review the counseling and guidance program annually with other district counselors and administrators; establish a planning calendar for counseling and guidance program activities; evaluate the site counseling and guidance program.
- I. Pursue professional growth.

IV. Qualifications

Knowledge of:

- Principles, methods, strategies, goals, and objectives of a public school K-12 educational program.
- State and District curricula frameworks, techniques in assessing students.
- Age appropriate student activity programs and characteristics.

- Policies and procedures in relationship to age appropriate discipline, guidance, and supervision.

Skills and Abilities:

- Work independently and or in a team setting.
- To communicate effectively and efficiently with students, staff, parents, and community.
- To utilize technology effectively for written, assessment, and instructional purposes.

Experience/Education:

- A major or minor in the educational area of instruction.
- Prior teaching experience or background in individualized programs specific to the position.
- Experience in curriculum development specific to the position.
- Experience in teaching upper level courses for middle and high schools in relationship to the position.

Credentials/Certificates:

- Must possess a valid California Teaching Credential or proof of obtaining one in the appropriate area of instruction.
- Must possess a valid English Language Learners (ELL) authorization.

V. Working Conditions:**Environment:**

- School site setting environment.
- State/District goals and objective time lines.
- Subject to frequent interruptions and daily contact with parents and students in relationship to age related to your school site and grade levels

Physical Abilities:

- Occasional bending at the waist, kneeling, stooping, squatting and climbing.
- Occasional carrying, pushing, pulling or lifting up to 20 lbs.
- Possible need to crawl, twist (neck or waist), grasping and fine manipulation with hands.
- Dexterity of hands and fingers to operate standard office equipment.
- Hearing and speaking to exchange information in person and on the telephone.
- Occasional reaching overhead, above the shoulders and horizontally.
- Visual ability to read, prepare/process documents and other material.
- Sitting and/or standing for extended periods of time.
- Mobility.

Hazards:

- Some contact with toxic materials.
- Extended viewing of computer monitor.
- Working around and with office equipment having moving parts.
- Working around classroom instructional equipment.
- Walking on uneven ground.