



## Columbia County School District Job Description

<b>Position Title:</b> School Counselor (Elementary School)		
<b>Department:</b> School	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the principal in accordance with Policy GBI – Evaluation of Personnel	
<b>Pay Grade:</b> Teacher Salary Schedule based on certificate level and years of acceptable experience	<b>Pay Type:</b> Salaried – Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 205 Days Per Year, 8 Hours Per Day		
<b>Reports to:</b> Principal		

### MINIMUM QUALIFICATIONS

**Education:** Master’s degree in education. Hold or eligible for the Georgia Service certificate in School Counseling.

**Essential Knowledge/Skills:** Thorough knowledge of the curriculum, instruction, and counseling/guidance theory and practice. Effective counseling skills to include problem identification/analysis skills and basic conflict resolution. Effective communication skills, oral and written, developed to meet the diverse needs of students, professional staff, and other community agencies. Ability to work with individuals, small groups and classroom groups. Ability to organize and implement student guidance and counseling programs in compliance with policies and procedures of the Columbia County Board of Education and the Georgia Department of Education. Ability to assist students in developing competencies and skills in interpersonal relations, communications, decision-making, study skills and career awareness.

**Experience:** A minimum of three years successful teaching experience preferably in an elementary school setting or completion of a yearlong counseling internship.

### GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Develops and implements a written school-based guidance plan based on student needs.
- Develops and implements an individual plan of guidance action.
- Conducts individual counseling with students in areas of need.
- Implement the gifted testing program as detailed in the Gifted Education Program Administration Procedures Manual
- Interprets test data for parents, teachers, and students when appropriate.
- Conducts group counseling with students in the areas of educational, career, or personal needs.
- Counsels students during crisis situations.
- Collaborates with school staff in planning and scheduling classroom guidance activities.
- Conducts classroom guidance lessons following the goals and objectives of the Columbia County Elementary Guidance Curriculum.
- Coordinates and/or conducts parent and teacher workshops.
- Assists in the coordination of orientation activities between the elementary school and middle school.
- Facilitates Positive School Wide Behavior Intervention (PBIS) team.
- Assists in school-wide guidance activities.
- Conducts orientation activities to the guidance program.
- Consults with school or system staff about issues, problems, and concerns involving students, as needed or requested.

- Consults with school and system staff in making referrals to community agencies.
- Serves as a consultant on the Response to Intervention (RTI) team, as appropriate.
- Assists teachers by providing specific strategies to help students who have learning and/or behavioral difficulties.
- Follows-up on referrals from teachers, parents, and administrators where specific action is requested for academic, behavioral, or personal reasons.
- Coordinate the implementation of career development program meeting all requirements of the Bridge Bill and CCRPI.
- Affiliates with professional organizations.
- Attends appropriate conferences, workshops and appropriate staff development activities.
- Promotes the guidance program by attending PTO, open house, and other community meetings.
- Performs all other duties assigned by the principal.

#### **IMPORTANT NOTES**

##### **ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

##### **MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** August 2015