

SCHOOL DISTRICT OF IOLA-SCANDINAVIA

531.22

ELEMENTARY SCHOOL COUNSELOR (Job Description)

Qualifications: (1) Must have earned a master's degree in counseling, with an emphasis at the elementary level; (2) Must maintain certification as required by state law; (3) Must possess a demonstrated interest in elementary-age children and previous experience working with students at this age level; (4) Must possess a demonstrated ability to work with people; (5) Must have some experience in organizing and implementing a developmental counseling program; and, (6) Must meet any additional qualifications set by the district.

Chain of Supervision: Reports directly to the Elementary School Principal/Director of Instruction.

Duties and Responsibilities: The Elementary School Counselor shall promote and enhance the learning process through continuously assessing student needs, identifying situations that may be hindering student success, and advocate for support and assistance in effectively dealing with those situations. The counselor, through a comprehensive counseling program, shall provide support for students in making successful transitions, acquiring attitudes, developing skills, and obtaining knowledge necessary to be productive citizens. He/she shall counsel, consult, and coordinate services within a developmental guidance framework.

The Elementary School Counselor shall:

1. Counsel individual students with academic and personal/social issues.
2. Counsel small groups of students to provide opportunities to grow through group dynamics and support.
3. Counsel and support parents/guardians of elementary school students when appropriate.
4. Participate on individualized education program (IEP) teams when deemed appropriate.
5. Provide counseling-related inservice to teachers.
6. Provide information/education to parents/guardians about topics related to child development and school performance.
7. Serve as a liaison for school, home and community.
8. Facilitate the development of a comprehensive program.
9. Function as a referral agent to appropriate outside agencies.
10. Coordinate and facilitate pre-school screening for two through five year olds.
11. Coordinate and assist in the transition from pre-school to Kindergarten, including 4K and Kindergarten registration and visitation.
12. Promote community awareness of available counseling services.
13. Perform any and all other duties prescribed by the District Administrator, Elementary School Principal/Director of Instruction or Board.

Evaluation: The Elementary School Principal/Director of Instruction shall complete an evaluation in accordance with Board policy.

Terms of Employment: The Elementary School Counselor shall be employed for the contractual school year with contract provisions to conform with the negotiated agreement between the Board and the Iola-Scandinavia Education Association (I-SEA).

LEGAL REF: Section 121.02(1)(q) Wisconsin Statutes
 PI 3, Wisconsin Administrative Code
 PI 8.01(2)(q)

CROSS REF: 538, Professional Staff Evaluation
 I-SEA Contract

APPROVED: May 14, 2001

REVISED: 06/08/2009