

Job Description – K-5 Guidance Counselor

Qualifications: DPI Certification as a Guidance Counselor or School Psychologist certification in addition to experience in organizing and implementing a developmental guidance and counseling program based on an understanding and knowledge of child development, theories of counseling, group dynamics, and classroom teaching.

Reports to: Elementary Principal

Basic Function: To counsel, consult, and coordinate services within a developmental guidance framework including monitoring and updating the guidance curriculum and to serve as the elementary testing coordinator.

Work Schedule: Full-time school year employee

Job Goal: To help each elementary school student more fully realize his/her potential within our society.

Evaluated by: Elementary Principal

Responsibilities:

1. Elementary Consultation Services
 - a. Consult with school staff about student concerns.
 - b. In-service faculty about the group guidance course of study and other programmed guidance activities.
 - c. Act as a resource person to faculty by making information presentations at staff meetings as requested.

2. Referral Services
 - a. Refer student and/or parents to agencies such as the Department of Social Services, Department of Vocational Rehabilitation, Department of Community Programs and so on.
 - b. In special cases, directly refer a student for emergency medical, social, or psychiatric services.
 - c. Provide background information about students to agencies when requested and as appropriate/legal.
 - d. Act as a contact with agencies that may be working with counselees.

3. Guidance Services
 - a. Keep updated the K-5 curriculum for developmental guidance classes.
 - b. Keep teachers informed about activities to be used and about choosing those that will best meet current class needs.

- c. Work consultatively with teachers regarding their involvement in group guidance and the expectations they have for the program in their classroom.
 - d. Teach group guidance classes that follow the Wisconsin Developmental Guidance Standards.
 - e. Consult with teachers, administrators and parents regarding the effectiveness of, and student reaction to, group guidance.
 - f. Provide individual counseling to students in need.
4. Elementary Testing Coordinator
 - a. Serve as the elementary testing coordinator.
 - b. Supervise maintenance of K-5 student records regarding testing.
 - c. Administer state, local, and ELL tests to students at the elementary level.
5. Grade 5 Children At Risk Coordinator
 - a. Identify students in grade 5 eligible for the Children At-Risk program.
 - b. Assist the elementary principal with attendance issues.
6. Other Responsibilities
 - a. Perform such other guidance and counseling related tasks that may be assigned by administration.
 - b. Prepare a budget for the K-5 guidance program and the testing program.
 - c. Promote community awareness of available guidance and counseling services.
 - d. Provide guidance and counseling related services to teachers.
 - e. Serve as a liaison for school, home and community.
 - f. Facilitate and supervise the development of a comprehensive guidance program by providing in-service needs, individual teacher meetings, and resources on a weekly basis.
 - g. Function as a referral agent to appropriate outside resources.
 - h. Consult with staff and administration regarding student concerns.
 - i. Work with community resource agencies when student needs are beyond the range and scope of the counselor's expertise.
 - j. Participate in the annual Child Development Day.
 - k. Coordinate outside resources/speakers to support guidance curriculum i.e. police liaison officer, domestic violence, careers, human growth and development, etc.
7. Student Services
 - a. Regularly attend IEP Team meetings and provide information as requested.
 - b. Annually meet with each grade level teachers to determine students who meet the Children At-Risk criteria.
 - c. Attend meetings as requested by teachers/administration to discuss students who are having behavioral or academic difficulties.
 - d. Serve as a member of the Building Consultation Team (BCT) and attend all BCT meetings.
 - e. Conduct AODA activities in the elementary schools under the direction of the AODA Coordinator.

8. Orientation Activities
 - a. Assist with 5th grade orientation program.

Approved: 5/5/97

Revised: 2/6/06