

ELEMENTARY SCHOOL COUNSELOR
Ketchikan Gateway Borough School District

QUALIFICATIONS:

1. Documented competency in counseling children and adolescents in a school setting.
2. State of Alaska license or certificate from an independent professional regulatory authority.
3. In absence of #2 – national certification in school counseling or a specialty of counseling granted by an independent professional organization.
2. Minimum of a master's degree in school counseling from a program accredited by the Council for Accreditation of Counseling and Related Educational Programs or the equivalent.

REPORTS TO:

Principal and Project Director.

JOB GOAL:

To assist students in the development of social emotional skills and developmental assets.

PERFORMANCE RESPONSIBILITIES:

A. Counseling

1. The counselor will work with students on an individual and group basis to assist them in developing social emotional skills, positive peer and adult relationships, and strong educational practices.
2. The counselor will assess social emotional needs of students and identify developmental assets present in his/her school, and will use preventive, positive behavior supports and strategies in assisting students in social emotional growth.

B. Coordination

1. Develops and maintains effective professional relationships with representatives of community agencies which may impact students' school lives.
2. Develops and maintains effective professional relationships with faculty members and positive relationships with parents in order that all may work together for the positive growth and development of students.

C. Consultation

1. Provides opportunities for parents to learn about the normal stages of students' social emotional growth and development and specific techniques that can positively affect parent/child relationships and build developmental assets.
2. Provides information and in-service training programs in social emotional learning and positive behavior supports as they apply in an elementary setting.
3. Participates as part of building student intervention teams to assist in implementation of strength based practices to increase student's social emotional learning and improve areas of concern.
4. Works with her/his building principal when planning and implementing the counseling program in the school.
5. Assists new students in an orientation to the school, and consults with other counselors in the district to coordinate student services.

D. Instruction

1. Assists in classroom instruction in areas of social emotional learning, violence prevention and substance abuse prevention.
2. Works toward elimination of discrimination on the basis of race, color, gender, or national origin and promote appreciation of different cultures.

Approved By: _____ Date: _____