



Longview Independent School District

JOB DESCRIPTION COUNSELOR - ELEMENTARY

JOB TITLE:	Counselor - Elementary	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Campus Principal	TERMS:	191 Days
DEPARTMENT:	Campus Assigned	PAY GRADE:	Administrative 2

PRIMARY PURPOSE:

Plan, implement, and evaluate a guidance program to encourage all students to maximize personal growth and development; address major areas of concerns in intervention-common educational and psychosocial problems

QUALIFICATIONS:

Minimum Education/Certification:

Master's degree in guidance counseling from an accredited college or university
Valid Texas counselor certification
Valid Texas teacher certification with required endorsements for subject and level assigned
Meet the "Highly Qualified" requirement under NCLB standards

Special Knowledge and Skills:

- Knowledge of counseling procedures, student appraisal, and career development
- Excellent organizational, communication, and interpersonal skills
- Ability to instruct students and manage their behavior

Minimum Experience:

Three years teaching experience and at least two years serving as a counselor in an elementary school setting

MAJOR RESPONSIBILITIES AND DUTIES:

Guidance

1. Teach school developmental guidance curriculum to students
2. Help teachers incorporate guidance-related information into existing curriculum



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Guidance (continued)

3. Provide guidance to individuals and groups of students to develop education plans and career awareness
4. Counsel individuals and small groups
5. Address common educational and psychosocial problems (e.g., learning problems, language difficulties, attention problems; school adjustment and other life transition problems)
6. Provide primary intervention through teaching, serving and accommodating designed disorders and behaviors
7. Provide social emotional support for students, families, and staff
8. Address external and internal barriers to student learning and performance
9. Coordinate, develop, and provide leadership in school programs and activities
10. Enhance connections with and involvement of home and community resources

Consultation

11. Consult parents, teachers, administrators, and other appropriate individuals to enhance their work with students
12. Work with school personnel and school district residents to obtain resources for students
13. Use an effective referral process to help students and others use special programs and services

Assessment

14. Coordinate and participate in planning and evaluation of campus standardized testing program
15. Interpret tests and other appraisal results appropriately



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Program Management

16. Plan school guidance and counseling programs to ensure that they meet identified needs
17. Develop and coordinate a continuing guidance program evaluation and make changes based on findings
18. Compile, maintain, and file all required physical and computerized reports, records, and other documents as required

Administration

19. Comply with policies established by federal and state law, State Board of Education rule, and board policy in guidance and counseling area
20. Comply with all district and campus routines and regulations
21. Maintain a positive and effective relationship with supervisors
22. Communicate effectively with colleagues, students, and parents
23. Assist in scheduling for master schedule
24. Coordinate and facilitate student pre-registration and registration activities

Professional

25. Maintain a positive and effective relationship with supervisor and staff
26. Model behavior that is professional, ethical, and responsible
27. Participate in professional development to improve skills related to job assignment

Other

28. Comply with district policies, as well as state and federal laws and regulations
29. Adhere to the district's safety policies and procedures
30. Maintain confidentiality in the conduct of district business



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Other

31. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
32. Demonstrate regular and prompt attendance
33. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise assigned counseling aide(s) and clerical employee(s)

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus



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JOB DESCRIPTION **COUNSELOR - ELEMENTARY**

EVALUATION: Performance Development Appraisal System (PDAS)

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: March, 2013