



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Elementary School Counselor

Reports to: Site Administrator
Department: Department of School Counseling
Number of Days: Standard Teacher Days
Compensation: Teacher Contract + Stipend
Overtime Status: Exempt
Date Job Revised: July 29, 2008

Position Summary: The elementary school counselor promotes student success, provides preventive services, and responds to identified student needs by implementing a comprehensive developmental school counseling program that addresses academic, career, and personal/social development of pre-K – 5th grade students.

Qualifications/Job Requirements:

Education:

- Masters degree in school counseling or related field; i.e., social work, or clinical counseling.

Specialized Knowledge, Licenses, etc:

- Oklahoma teaching certificate in school counseling or willing to apply and obtain alternative certification through the State Dept. of Education.

Experience:

- Prefer 2 years teaching experience, but not mandatory.

Specific Training/Skills:

- Versed in psychological and sociological theory and practice as it relates to children pre-K-5th grade.

Physical Requirements (If Applicable):

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Other:

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Scope of Authority (If Applicable):

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Customer Contacts:

- Internal: Elementary students, families, school staff
- External: District administration, School Board, Community patrons.

Duties and Responsibilities:

- Development and management of a comprehensive school counseling program PreK- 5th grade
 - Plans and maintains an effective comprehensive school counseling program.
- Delivers the elementary school counseling curriculum to all students PreK-5th grade in Academic, Career, and Personal/Social Domains.
 - Designs, delivers, evaluates and revises a planned sequential developmentally appropriate program in accordance to district counseling standards and indicators.
 - Facilitates the infusion of counseling curriculum activities into classroom curricula to support the developmental needs of elementary students.
 - Facilitates instructional process in collaboration with school staff and community resources.
- Coordinates ongoing systematic activities and help individual students.
 - Counsels with elementary students to promote self awareness, self – identify, and positive social and academic skills
 - Systematically develop/deliver/ and evaluate student planning Pre K-5 addressing academic goal setting and transition plans to middle school.

- Inform students and parents about pertinent test results, academic programming, behavior intervention strategies, and their implications to the overall academic success.
- Respond effectively to immediate students' needs and concerns.
 - Provide individual and group counseling to students with identified concerns and needs.
 - Implement a referral process and follow up process to outside counseling agencies and support agencies.
 - Provide information to staff and parents to assist them in crises related issues that may affect the school climate.
 - Consult and coordinate with – in district professional and community agencies, such as school psychologist, nurses, administrators, community based counselors, service agencies, and physicians.
- Manage activities that establish, maintain, support, and enhance the total school counseling system.
 - Articulates the role of school counselor to school and community.
 - Advocates for equal access to programs and services for all students.
 - Plans and coordinates programs that are an extension of the counseling program, i.e., Individual Education Plans, Child Study Team, red ribbon week, student of week etc.
 - Engages in professional development.
 - Coordinates parent programs.
 - Establishes and maintains a monthly/yearly planning calendar.
 - Participates in school decision making.
 - Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.
 - Participate with the administration and faculty as a team member in the implementation of the district testing program.
- Collect and review evaluative data to ensure a successful counseling program which links the school counseling program to student academic progress.
 - Conducts a yearly program audit to review extent of program implementation.
 - Collects and analyzes data to guide program direction and emphasis.
 - Measures results of the school counseling program activities and shares results as appropriate.
- Participate in activities that contribute to the effective operation of the school.
 - Assist to maintain a safe and organized school climate as directed by administration.