

POSITION: **ELEMENTARY SCHOOL COUNSELOR**

POSITION SUMMARY: The job functions of a Kentucky school counselor include maintaining a professional identity, supporting all K-12 students in their social/emotional, academic and career development, and being an active school leader who is reflective about his/her comprehensive school counseling program. The school counselor will provide data-informed, universal and targeted learning experiences to develop the whole child in a diverse society.

QUALIFICATIONS:

1. Kentucky Department of Education certification for counselor.
2. Experience and other qualifications as the superintendent may find appropriate and acceptable.

REPORTS TO: Principal

SUPERVISES: May coordinate and direct activities of clerical assistants

PERFORMANCE RESPONSIBILITIES:

A school counselor exemplifies a professional identity by:

- Using human development theories to have an impact on developmental issues affecting student success.
- Using learning theory to support student achievement and success, including students with diverse learning needs
- Using established and emerging evidence-based counseling theories and techniques that are effective in a school setting to promote academic, career and social/emotional development.
- Using career development theories and align them with career and technical education when possible to promote and support post secondary planning.
- Using the principles of multi-tiered systems of support within the context of comprehensive school counseling programs to provide instruction and interventions matched to student needs.
- Using systemic and environmental factors that affect human development, functioning, and behavior.

- Applying legal and ethical principles of the school counseling professional identity
- Following Kentucky Educator Ethics to demonstrate high standards of integrity, leadership and professionalism.
- Following the legal aspects of the role of the school counselor.
- Adhering to the unique legal and ethical principles of working with minor students in a school setting.
- Adhering to the ethical and statutory limits of confidentiality.
- Consulting with other education, counseling and legal professionals as needed when ethical and legal questions arise.
- Conducting and analyzing self-appraisal and assessment data based on the rubrics in Section IV of the Kentucky Framework of Best Practices for School Counselors
- Collaborating with administrators, teachers and other staff in the school and district to ensure culturally responsive curricula and student-centered instruction

A school counselor is an active school leader who is reflective about his/her program by:

- Identifying factors that enhance and impede a student's academic, career and social/emotional development.
- Focusing on the academic, career (through the Individual Learning Plan), and personal/social development of all students, delivering culturally appropriate direct and indirect services
- Developing measurable outcomes for school counseling activities, interventions and experiences.
- Collaborating to create ongoing, regular assessments to measure the effectiveness of the school counseling program including pre and post assessments, needs assessment and the TELL survey (along with other school and district surveys).
- Articulating the distinction between direct and indirect services and advocating for a school counseling program free of non-school counseling assignments.
- Assessing use of time in direct and indirect services and program management and school support to determine how much time is spent on each school counseling program component.
- Demonstrating effective management and vision of the comprehensive school counselor program and collaboration with all stakeholders
- Provide equitable practices that embrace the diversity of the school community
- Contributing to a caring, positive school school culture.

A school counselor incorporates a comprehensive school counseling program by:

- Using student, school and district data to identify achievement, attendance and discipline issues to be addressed through instruction.
- Evaluating cultural and social trends when developing and choosing curricula for school counseling lessons.
- Identifying appropriate evidence-based curricula aligned to *ASCA's Mindset and Behaviors for Student Success*.
- Conducting assessments of students need to contribute to program planning.
- Maintaining a list of current referral resources, consistent with school and district policies, for students, staff and families to effectively address academic, career and social/emotional issues.
- Using personal reflection, consultation and supervision to promote growth and development.
- Using objectives within their school's comprehensive school counseling program that reflect current knowledge and skills
- Using data to inform student outcome goals, action plans, and lesson plans
- Reaching agreement with administrator on school counseling program priorities and activities
- Leading school counseling advisory council
- Assessing student and program results to inform school counseling program implementation and enhancement

TERMS OF EMPLOYMENT:

195 - day employee with salary determined by the adopted teacher's salary schedule of the Christian County Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.