

**JOB DESCRIPTION**  
**ELEMENTARY SCHOOL COUNSELOR (Grades 4K-5)**  
**SCHOOL DISTRICT OF PITTSVILLE**

**REPORTS TO:** Director of Student Services and Elementary School Principal

**QUALIFICATIONS:**

1. Must have earned a Masters of Arts in Counseling (MAC) Degree with an emphasis in School Counseling.
2. Must obtain and maintain Wisconsin license P001 - Pupil Services, Position/Subject 7054 - School Counselor.
3. Must possess a demonstrated interest in elementary-age children and previous experience working with students at this age level.
4. Must possess a demonstrated ability to work with people.
5. Must have some experience in organizing and implementing a comprehensive school counseling program.
6. Must meet any additional qualifications set by the district.

**DUTIES AND RESPONSIBILITIES:**

The Elementary School Counselor shall promote and enhance the learning process by continuously assessing student needs, identifying situations that may be hindering student success, and advocating for support and assistance in effectively dealing with those situations. The school counselor, through a comprehensive school counseling program, shall provide support for students in making successful transitions, acquiring attitudes, developing skills, and obtaining the knowledge necessary to be productive citizens. He/she shall provide a proactive program that engages students and includes leadership, advocacy, and collaboration with school staff, administration, and community/family members in the delivery of programs and activities to help students achieve success.

**The Elementary School Counselor shall:**

1. Abide by the ASCA Ethical Standards.
2. Serve as a leader, advocate, and systems change agent with a focus on respect for diversity, equity and student advocacy.
3. Coordinate the school counseling program for grades 4K-5. The primary emphasis in counseling students shall be in those grades; however, counseling services to students in grades 6-12 shall be provided when needed.
4. Provide short-term counseling, which is non-therapeutic, solution-focused and problem-solving in nature, to a student, or small group of students, during times of transition, heightened stress, critical change, or other situations impeding student success.
5. Complete referrals for students and families to school or community resources for additional assistance and information.
6. Attend relevant intervention meetings as needed (individual education plan meetings and 504 meetings, child study teams, and Assessment of Lagging Skills and Unsolved Problems meetings).
7. Teach the school counseling curriculum to students in grades 4K-5, focused through the lens of selected student standards from the ASCA Mindsets & Behaviors for Student Success.
8. Provide information/education to parents/guardians about topics related to child development and school performance and available services through the counseling department.
9. Provide orientation, coordination, and academic advising for new students.
10. Provide appropriate withdrawal procedures for students that are transferring to another school.
11. When requested by the Administration, analyze disaggregated schoolwide and school counseling program data.

12. Keep relevant staff members informed of student concerns and progress while protecting student confidentiality.
13. Work closely with the administration on the creation of the master schedule.
14. Consult with the school principal to identify and resolve student issues, needs, and problems.
15. Collaborate with the Middle and High School Counselors so the team is working for all students.
16. Work closely with school psychologist, school nurse, social workers, mental health clinics, and any other special personnel working with students.
17. Serve as a liaison for school, home, and community.
18. Serve as the district-wide liaison for community-based programs: Nutrition on Weekends and Deliver Hope.
19. Provide mental health and social-emotional learning related in-service to staff.
20. Complete the duties and responsibilities of the school assessment coordinator for the NAEP, when fourth graders are selected and the Forward Exam for students in grades 3-5.
21. Pursue professional growth.
22. Perform other duties as assigned by the elementary school principal and/or director of student services.

**EVALUATION:** The administration shall complete an evaluation in accordance with Board policy.

***Approved by the Board of Education May 8, 2023.***