

**ELEMENTARY COUNSELOR****Primary Function:**

To facilitate elementary student's personal, academic, and/or social adjustment via individual or small group counseling. Receives functional direction from the principal or the school to which assigned, and administrative and technical direction from the Director of Special Education.

**Major Duties:**

- Provide individual and group counseling and guidance for students at schools to which assigned
- Provide assistance to teachers in interpreting individual needs of specific children with learning and/or behavioral problems
- Provide assistance to parents in understanding and relating to the adjustment and academic needs of their children
- Assist the faculty as a resource person in the area of guidance and conduct in-service workshops designed to increase skills in this area
- Assist school psychologist in referral of students to community agencies whenever appropriate and coordinate school agency efforts toward a common goal
- Assist in articulation procedures between the school and the secondary district.
- Initiate case conferences to discuss the problems of specific children
- Attend parent-teacher conferences whenever appropriate to effect better understanding of school programs of children's behavior
- Conduct parenting groups
- Assist in the preparation of information for entry on student's cumulative record; contribute data concerning student needs to assist in the development of the total educational plan of the school

**CREDENTIAL REQUIRED:**

Valid California credential with authorization for Pupil Personnel Services

**SALARY:** Teacher's Salary plus 5%

**ESSENTIAL JOB FUNCTIONS :**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds

- Able to carry up to 25 pounds
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy

*While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.*