The job of Elementary School Counselor was established for the purpose of implementing an effective elementary school guidance program which focuses on understanding of self and others by educating students in coping strategies, peer relationships and effective social skills, communication, problem-solving, decision-making, conflict resolution, social skills, substance abuse, and multicultural awareness; providing appropriate short-term individual counseling, small group counseling, and classroom guidance activities to address students' issues; and assisting building staff in creating a positive student learning environment and a successful educational experience for all students.

Important and essential functions include, but are not limited to, the following:

- Implement an effective school guidance program for the purpose of meeting student needs.
- Provide appropriate short-term counseling (i.e. individual, small group, classroom guidance, etc.) as needed for the purpose of addressing student issues.
- Evaluate emotional and behavioral needs of students for the purpose of enhancing students' ability to have a successful education experience.
- Work with specialized populations and needs that require special attention (i.e. culturally diverse, varying student ability levels, etc.).
- Provide assistance and consultation with teachers, administrators, school psychologists, school social workers, and outside agencies concerning the welfare of students for the purpose of providing consistent, effective, and efficient program services for each student.
- Recommend and provide appropriate referrals for special services for students and families within the school and the community.
- Provide documentation necessary to support the goals of the elementary guidance program.
- Mentor students, as needed, for the purpose of meeting students' needs and ensuring a positive learning environment and successful education experience.
Other functions:
- Perform other related duties as assigned by supervisors for the purpose of ensuring the efficient and effective functioning of the work unit.

MINIMUM QUALIFICATIONS

Knowledge of:
- Code of Ethics for school counselors
- Comprehensive developmental elementary counseling model

Skill to:
- Demonstrate high-level skills in organizing, planning, prioritizing, work initiative, and professionalism
- Demonstrate understanding of the comprehensive developmental elementary counseling model

Ability to:
- Develop and maintain strong interpersonal relations and works cooperatively with students, parents, staff, and administration
- Demonstrate personality traits such as flexibility, compassion, positive attitude, enthusiasm, and a willingness to provide a quality program for students
- Abide by the Code of Ethics for school counselors

SUPERVISORY RESPONSIBILITIES
- There are no supervisory responsibilities required with this position.

EDUCATION and/or EXPERIENCE
- Master's Degree in counseling or social work is required

CERTIFICATE, LICENSES, AND CLEARANCES
- Possession of appropriate State of Wyoming certification credentials
- Criminal Justice Fingerprint/Background clearance
LANGUAGE SKILLS

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

- Ability to apply principles of logical or scientific thinking to a wide range of difficult phases. Ability to deal with a variety of abstract and concrete variables.

PHYSICAL DEMANDS

PHYSICAL ACTIVITIES

Over 2/3 of the time:

- Talking or hearing

1/3 to 2/3 of the time:

- Sitting
- Use hands to finger, handle or feel

Under 1/3 of the time:

- Standing
- Walking
- Reaching with hands and arms

None:

- Taste or smell
REQUIRED MOVEMENTS

Frequently:

- Twisting body part above the waist

Occasionally:

- Bending
- Reaching
- Rotating body part above waist

None:

- Squatting
- Kneeling - duration at one time - 5-30 minutes
- Climbing on step ladder
- Pushing or pulling less than 50 lbs.
- Crawling a distance of 2-5 feet

WEIGHT REQUIREMENTS (Lifting up to 10 to 25 pounds)

Over 2/3 of the time:

- None

1/3 to 2/3 of the time:

- None

Under 1/3 of the time:

- Up to 10 lbs.

VISION REQUIREMENTS

- This position does not have any special vision requirements.

NOISE LEVELS

- Moderate noise (examples: business office with computers and printers, light traffic)
HEARING DEMANDS

- Ability to hear well enough for any type of position (e.g. normal hearing and audiogram including normal noise and speech discrimination)

I have read and understand the scope of this job and hold the minimum requirements:

Employee Name (please print): __________________________________________________

Employee Signature: ________________________________ Date: ________________