

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: Elementary School Counselor

REPORTS TO: Principal

JOB GOAL: To support students to overcome problems that interfere with educational, social and emotional well being and to assist them in making positive changes that hold promise for their future.

QUALIFICATIONS:

1. Master's degree in counseling or related field
2. Guidance Counselor Certification
(075) Maine Department of Education
3. Prior experience preferred

PERFORMANCE RESPONSIBILITIES:

1. Prepare materials and lessons for class activities.
2. Be available to students and observant of their behaviors and demeanor in order to provide counseling that will enable each student to increase personal growth, self-understanding and maturity.
3. Keep current with developments in the field by reading current literature, participating in professional organizations, coursework and conferences.
4. Meet with students individually and in groups, using various counseling methods.
5. Establish clear objectives for all lessons, units, and projects based on standards where applicable, best practices, and communicate those objectives to the students.
6. Confer with parents or guardians, teachers, counselors, specialists, and administrators in order to assist with/improve students' behavioral and academic issues.
7. Meet with parents and guardians to discuss their children's progress and to determine their priorities for their children.
8. Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
9. Attend staff meetings, professional meetings, educational conferences, and teacher training workshops and serve on committees in order to maintain and improve professional competence and involvement.
10. Serve as a liaison between the school and outside agencies such as DHHS and the court system.
11. Acquaint students with decision-making resources.
12. Support the administration of school wide testing program.
13. Collaborate with colleagues to address counseling and research issues.

14. Participate in Individual Education Plan Team meetings and 504 Accommodation Plan Team meeting.
15. Help to establish and build a positive school climate.
16. Perform all other related duties as assigned by the Principal.

TERMS OF EMPLOYMENT:

Per negotiated Augusta Education Association agreement

Evaluation: Performance for this position will be evaluated annually by the Principal based on the role description and on goals established on a yearly basis.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

- External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.

Approved by: _____
Superintendent of Schools

Date: _____