



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## HR DEPARTMENT

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<b>Position Title:</b>	Counselor- Elementary Grades	<b>Location:</b>	School Sites
<b>Reports To:</b>	Principal	<b>Supervises:</b>	None
<b>Classification:</b>	Certified	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	197 days / 10 months	<b>Salary:</b>	See <a href="http://lhUSD.org">lhUSD.org</a> website

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### Qualifications

- Valid Arizona School Counselor certificate
- IVP fingerprint clearance card through AZ Department of Public Safety

### Function

- To serve as a counselor for elementary students

### Responsibilities and Requirements

#### **CURRICULUM AND INSTRUCTION**

- Counsel individual and small groups of students with parent permission to meet the needs of students as expressed by principals, teachers, students, and families
- Provide education, prevention, and intervention activities for students
- Provide crisis intervention
- Make community health referrals
- Complete weekly calendar of activities/events/presentations and make available for review by administration
- Provide developmentally appropriate academic, personal/social, and career/occupational information to all students

#### **DELIVERY OF SERVICES**

##### **Services to Students:**

- Guidance Curriculum: provide developmentally appropriate lessons for students regarding social, emotional, personal, family, or peer difficulties which are interfering with educational or personal growth
- Student planning: assist all students, individually or in groups, with regard to academic problems, interpersonal relationships, and behavioral problems
- Responsive Service: provide individual and group counseling to students with identified concerns and needs
- Promote positive relationships with students individually and through groups
- Articulate the services available between elementary and middle school
- Provide individual and group counseling to meet the developmental, preventive, and remedial needs of students
- Provide primary prevention instruction at appropriate grade levels
- Use teacher and student participation in the implementation of the school counseling program
- Identify gaps in achievement, attendance, discipline, opportunity and resources for students
- Implement an effective referral and follow up process as needed

##### **Service to School Staff:**

- Consultation and Instruction: assist staff with strategies and methodologies to determine how to best meet the academic, social, emotional and developmentally appropriate needs of students
- Staff Development: orient the staff to guidance and counseling services
- Collaborate with teachers about student behavior and academic issues
- Facilitate classroom lessons aligned with classroom needs, as well as character education, PBIS, restorative discipline, and other adopted curricula
- Serve as a member of student intervention and 504 teams
- Cooperate with educational specialists and other resources in developing strategies for serving in-need students

##### **Service to Families and Community:**

- Consult and collaborate effectively with parent/guardians regarding students identified concerns and needs
- Refer families to outside professional services when needed
- Develop and implement parent presentations about topics of interest to families
- Communicate effectively with all stakeholders involved
- Contact families about supports for students, successes, and concerns



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### ASSESSMENT

- Collect and analyze academic and behavioral information to guide program direction and emphasis
- Develop annual student outcome goals based on student data
- Measure results of the school counseling program activities and shares results as appropriate
- Track number of lessons, presentations, small and individual group meetings

### OTHER

- Follow specified standards, policies, protocols and procedures of the school and district
- Remain current on state and local policies and programs
- Maintain professional compliance through professional development, independent studies, or college courses
- Other job-related duties as assigned by the Building Principal

### Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds

### Other Information:

- Must be able to pass a fingerprint clearance and background check

### EEOC

*Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.*

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.