**Elementary School Counselor / Technology Coordinator** **Reports to:** Principal  
 **Location:** Boulder Elementary School, Boulder, Montana  
 **Employment Type:** Full-time, split approximately 5/7 counselor 2/7 tech coordinator

**Job Summary:** The Elementary School Counselor provides guidance and support to students, helping them develop social, emotional, and academic skills. The counselor works closely with students, teachers, parents, and staff to create a positive, safe, and supportive school environment. The tech keeps the schools technology systems running, troubleshoots problems with students and staff, knows the workins of a variety of school platforms.

**Key Responsibilities:**

1. **Individual Counseling:**
   * Provide one-on-one counseling sessions for students experiencing personal, social, emotional, or behavioral challenges.
   * Offer support for students struggling with issues such as anxiety, peer relationships, bullying, family issues, grief, or adjustment to school.
2. **Group Counseling:**
   * Facilitate small group counseling sessions focusing on topics such as friendship, self-esteem, conflict resolution, anger management, and social skills.
   * Encourage students to work collaboratively and develop positive interpersonal skills.
   * Develop lessons for classrooms and small groups centered around social-emotional learning.
3. **Crisis Intervention:**
   * Respond to student crises, providing immediate emotional support and assistance.
   * Work with school administration and parents to address serious issues such as bullying, trauma, or family difficulties.
4. **Academic Support:**
   * Collaborate with teachers to monitor students' academic progress and provide strategies for students facing academic difficulties.
   * Coordinate MAST testing windows and data collection. Coordinate, schedule and administer progress monitoring, especially in the lower elementary.
5. **Parent and Teacher Collaboration:**
   * Meet regularly with teachers to discuss student progress and concerns.
   * Meet regularly as a member of the GLTs and SLT each month.
   * Communicate regularly with parents to provide updates on student progress, counseling activities, and recommendations for support at home.
6. **Record Keeping and Documentation:**
   * Maintain confidential records of counseling sessions, student progress, and interventions.
   * Prepare reports and updates for school administration as required.

**Qualifications:**

* **Education:**
  + Master's degree in School Counseling or current enrollment in a professional program which will lead to acquiring a counseling degree within three years on a provisional licence.
  + Valid school counselor certification (or the ability to obtain one) as required by the state.
  + Must pass a background check.
* **Experience:**
  + Previous experience working with elementary-aged children in a school setting is preferred. Upto 10 years of education experience may be awarded for placement on our salary matrix.
  + **Experience working with technology**: computer and systems hardware and software trouble shooting, Ubiquity networks, firewals, Cloud experience, Azur, various school related platforms, Infinite Campus, Google education related applications, Chromebooks, MAST testing platform, etc.
* **Skills and Abilities:**
  + Strong communication and interpersonal skills.
  + Ability to build trust and rapport with students, parents, and staff.
  + Knowledge of child development and effective counseling techniques.
  + Ability to work independently and as part of a team.
  + Patience, empathy, and problem-solving skills.
  + Understanding of confidentiality laws and ethical standards in counseling.

**Physical Requirements:**

* Ability to sit or stand for extended periods.
* Ability to lift and carry up to 25 pounds (e.g., carrying supplies for counseling activities).
* Ability to access tight spaces for maintenance of technology systems.

**Work Environment:**

* School classroom and office settings.
* Interaction with students, staff, and parents in a collaborative, supportive environment.

**Compensation:**

* Salary based on 2025/26 CBA teacher’s salary matrix (still being negotiated) with a contract for an extended school year, we may count upto10 years of qualified education experience for placement on our salary matrix. The counselor will start at least two weeks early in August and will have a slightly extended year in June.
* Health Insurance.

Posted Externally: 4/2/2025

Closes: When filled

Posted By David Jamison, Principal