

**KNAPPA SCHOOL DISTRICT  
JOB DESCRIPTIONS**

**JOB TITLE/ASSIGNMENT**

JOB TITLE: Elementary Counselor  
LOCATION: Hilda Lahti Elementary  
REPORTS TO: \_Principal  
SUPERVISES: \_Students  
FLSA STATUS: Exempt  
EMPLOYMENT STATUS: Regular

**JOB SUMMARY**

Position works with students, parents, teachers and other district personnel regarding student educational and career goals, student behavior and discipline, healthy lifestyle choices, and appropriate peer and social interactions and issues. Position develops and provides schedules for Knappa School District.

**RESPONSIBILITIES/DUTIES**

**ESSENTIAL JOB FUNCTIONS**

1. Develop the district's guidance and counseling program which promotes healthy lifestyle choices, appropriate social and peer interactions and academic achievement.
2. Assist in the coordination and implementation of each school's registration/class scheduling process.
3. Assist in scheduling and administering general aptitude and achievement tests required by the district.
4. Provide information and assistance to students, parents, and teachers relating to student academic achievement and social development.
5. Assist teachers with the resolution of classroom behavior problems.
6. Assist students in defining long-range and short-range educational goals including preparation for college and other post-secondary education/training opportunities.
7. Work with students, parents, school staff, and the administration in developing and maintaining satisfactory student attendance and exploring alternative education programs.
8. Interpret group test data to students and parents, including achievement tests, aptitude tests, and interest surveys.
9. Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulation.
10. Have consistent, daily and punctual attendance.

**NON-ESSENTIAL JOB FUNCTIONS**

1. Operate various office equipment including photocopy machines, intercom, etc.
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2. Supervise students both in and out of the classroom.
3. Attend and participate in staff, department, and district meetings.
4.
5.

#### OTHER REQUIREMENTS

1. Consistently follow all applicable federal and state laws and all district policies, work rules and supervisor directions.
2. Observe ergonomics of sedentary office work including placement of computers and monitors, and sitting alignment.
3. Observe proper lifting techniques and other strategies to avoid accidents and personal injury while performing job duties.
4. Perform other duties as assigned.

### QUALIFICATIONS

- Valid Oregon School Counselor License
- Master’s Degree
- Demonstrated knowledge and understanding of child and adolescent growth and development, and age-appropriate instruction.
- Demonstrated skill in effective and appropriate verbal and written communications for a wide variety of recipients and in a wide variety of settings.
- Demonstrated ability to effectively present information and respond effectively to questions, in one-on-one and small group settings, and to students, staff and parents.
- Demonstrated knowledge and skill in applying conflict management and dispute resolution techniques.
- Demonstrated ability to work collaboratively with a wide variety of people in various settings.
- Demonstrated ability to type accurately and proficiently.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands and fingers for fine manipulation, handle or feel and reach with hands and arms and move around inside and outside of buildings.

The employee is occasionally required to push, pull, bend, stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work environment is an office and occasionally a standard classroom setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon the location, the student population and current activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions, including seasonal heat and cold. The employee may be exposed to bloodborne pathogens.

**ACKNOWLEDGMENT**

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED. THE DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL FUNCTION AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE OR GUARRANTEE ANY SPECIFIC TERMS OR CONDITIONS OF EMPLOYMENT.

I have read this job description and understand its requirements.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Date Counselor Job Description was established or last revised: \_\_\_\_\_