



Mobile County

PUBLIC SCHOOLS

Job Description Title – ELEMENTARY SCHOOL COUNSELOR

SUPERVISED BY/REPORTS TO: School Principal, his/her designee, Guidance Counselor Supervisor

FLSA Designation: Exempt

PURPOSE OF POSITION:

- To implement and provide data-driven, solution-focused, comprehensive counseling programming for elementary school students.
- To create and facilitate an all-inclusive, equitable school culture that promotes academic, social, and emotional development for elementary school students.
- To collaborate with parents, teachers, administrators, and community resource agencies to promote academic achievement and success, as well as social and emotional wellness for elementary school students.

QUALIFICATIONS:

1. Holds a master's degree from an accredited college or university in School Counseling or area/field equivalent.
2. Has a valid Alabama teaching certificate in the area of School Counseling at the appropriate grade level.
3. Demonstrates proficiency in effective oral and written communication skills.
4. Utilize professional integrity and ethics to collaborate and facilitate student success.
5. Develops and implements programming specific to the needs of elementary school students.
6. Works well with others and follow directives professionally, effectively, and efficiently.
7. Applies solution-focused practices when presented with issues serving as barriers to the academic, social, and emotional well-being of elementary school students.
8. Uses data analysis to identify and address issues, needs, and challenges of elementary school students.
9. Has knowledge of current technology programs used to promote learning and engagement within elementary school students.
10. Demonstrates punctuality, excellent attendance, and good work ethic.

11. Possesses the physical, mental, and emotional strength to perform job responsibilities efficiently and effectively.

PHYSICAL REQUIREMENTS:

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.

While performing the duties of this job:

The employee is regularly required to speak and listen. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, or squat. The employee may regularly lift and/or move up to 25 pounds and occasionally lifts up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

1. Implements the framework of the ASCA (American School Counselor Association) National Model in school counseling programming and practices.
2. Teaches the School Counseling curriculum (K-12) face-to-face and virtually.
3. Provides academic advisement to students through conferencing and scheduling to nurture the behaviors and skills that are critical to students' academic success.
4. Provides assistance and support for students who are experiencing social, emotional, and/or behavioral issues that become a barrier to students' academic growth and success.
5. Provides responsive services to students' mental health needs and assist those students and families seeking resources.
6. Provides prevention and intervention lessons to improve educational, attendance, and disciplinary outcomes related to academic development, college and career readiness, and social/emotional needs.
7. Collects, analyzes, and shares data to develop goals and strategies to support students' social, emotional, and learning needs.
8. Collaborates with school social workers, attendance officers, resource officers, parents, and community stakeholders to provide resources that promote student achievement.
9. Completes and submits referrals to obtain support services for students in need.
10. Maintains active role on school leadership and/or academic and behavioral support teams.
11. Works closely with administrators, faculty, and staff to promote a safe and healthy learning environment for students.
12. Implements a comprehensive appraisal process that evaluates goals and objectives set for the school year.
13. Maintains and posts updated lessons, announcements, and resources in Schoology.
14. Provides individual, small, and large group lessons to all students.
15. Attends professional development workshops, programs, and conferences to improve knowledge of School Counseling practices.
16. Coordinates and implements staff development meetings for required training modules.
17. Utilizes various technology programs to deliver classroom lessons, as well as conduct staff development and parent meetings effectively and efficiently.

18. Completes ALSDE approved evaluation program as required.
19. Always follows the Alabama Educator Code of Ethics and other ethical procedures and guidelines.
20. Reports potential problems or unusual events to appropriate administrative or supervisory personnel. Reports incidents (i.e., fights, suspected child abuse, suspected substance abuse, bullying, depression, suicide threats etc.) for the purpose of maintaining the personal safety of students and employees.
21. Reports absences and takes leave in accordance with Board policies and procedures.
22. Adheres to school system rules, administrative procedures, local Board policies, and state, federal regulations.
23. Serves as a role model for students and supports the mission of the school district.
24. Works well with all administrators, teachers, and other members of the school staff.
25. Performs other duties assigned by supervisor, administrator, or principal.

OTHER DUTIES:

Participates in various student and parent activities which occur in school including, but not limited to PTA or PTO, student clubs and after school activities.

Creates an effective learning environment through functional and attractive displays and bulletin boards in Guidance Offices and/or Guidance Classrooms. Outside carpool and traffic duty may occasionally be required.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Works in an office or classroom setting. The noise level is usually low to moderate but occasionally high depending on classroom activities. The employee may be exposed to bloodborne pathogens.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Evaluation will be conducted by the building principal or his/her designee.

TERMS OF EMPLOYMENT

9-months (187 days) 7 hours per day usually Monday through Friday. Daily work schedule will be determined by the Principal or his/her designee. Work assignments and schedules are subject to change.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.