



Oroville School District

816 Juniper Street Oroville, WA 98844

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Phone: (509)476.2281 Fax: (509)476.2190

Elementary Counselor

Reports To: Elementary Principals

Salary Schedule: Certificated Salary Schedule

Building: Elementary School

Hours/Days: 7.25/180+

Summary:

The role of the elementary school counselor is to support and develop student's social and emotional readiness for learning. The counselor will collaborate and partner with parents, staff and community members to help design and support intervention activities and strategies that meet student's social, emotional, and academic needs. The counselor coordinates, facilitates, and implements social and emotional curriculum, parent education opportunities, and conflict resolution strategies.

Essential Duties and Responsibilities:

- **Engages in implementation and monitoring of the RTI & PBIS models**
- **Provides guidance and support in implementing PBIS by assisting with readiness activities/plans, identifying training needs, coordinating and facilitating staff training**
- **Encourages students to set and maintain high standards of classroom behavior.**
- **Schedules and facilitates Child Study Team (CST) meetings**
- **Coordinates writing and implementing 504 plans**
- **Generates and monitors reports tracking the effectiveness of academic and behavioral interventions**
- **Assists the elementary staff with discipline data disaggregation**
- **Possesses a core belief that all students can learn**
- **Demonstrated effectiveness in working with students and families from diverse racial, cultural, economic, and linguistic backgrounds**
- **Demonstrates ethical behavior and confidentiality of information about students in school environments and the community**

- **Demonstrates excellent oral and written communication skills**
- **Ability to work a flexible schedule including work as directed outside of the school calendar**
- **Possesses positive interpersonal skills necessary to work with students, parents, staff and community in a positive, effective manner to promote student and program success**
- **Counsels individuals and small groups of children toward social, emotional and academic growth**
- **Implements the elementary guidance curriculum i.e. Kelso's Choices, Steps to Respect**
- **Demonstrated ability to maintain accurate inventories, records, data and reports as required by the district and state**
- **Assists in developing a collaborative environment among staff and students**

Other Important Skills and Abilities:

- **Excellent communication skills with youth and adults**
- **Keeps calm and clear-headed under pressure**
- **Understands emotional needs and limits of self and at-risk youth**
- **Knows and practices stress and anger reduction techniques**
- **Knows and understands group and individual problem-solving techniques**
- **Understands cultural and poverty issues with regards to individuals and families.**
- **Possesses a sense of humor and is positive with students, parents, and staff**
- **True sense of caring for the success and needs of youth**
- **Sense of humor, reflective and positive**
- **Solution minded**
- **Commands a belief that all students can learn at high levels**
- **Advocates the notion that failure is not an option**
- **Can balance professional and personal demands and activities on time**

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Bachelor's/Master's Degree in Counseling/Guidance, Education or Social Work**
- **ESA Certification**
- **Minimum of 1 year of school counseling or teaching experience**

Job Requirements Upon Hiring:

Fingerprinting and background check on every employee

Washington State Patrol and FBI Clearance

Washington State Sexual Misconduct Disclosure Release

ACKNOWLEDGMENT

I have read and understand this Job Description and I am physically able or with reasonable accommodation, will perform these duties to the best of my knowledge and ability.

Reasonable Accommodations Needed:

EMPLOYEE

SIGNATURE: _____ DATE: _____

Employee's Printed Name