

West Central Elementary School Counselor Job Description

Title: Elementary School Counselor

Qualifications: ISBE School Counselor PEL

Reports To: Building Principals/Superintendent

Date: October 18, 2023

Elementary School Counselor Responsibilities:

1. Identify and assess academic problems through analysis of factors impinging on student adjustment including factors in the home, school and community
2. Serves as a liaison between families and the school to positively promote collaborative processes in educational planning for students by encouraging parent/guardian participation in the school setting
3. Completes social assessments to assist in the determination of special education services
4. Determines and implements appropriate therapeutic strategies to effect changes in behavioral/social interactions of students and their families.
5. Provides individual and group therapeutic counseling to students and their families.
6. Provides parent/guardian educational workshops on identified issues related to child development, stress reduction, discipline and safety, and teacher/parent/student communication.
7. Collaborates with school staff and other school system personnel in implementing strategies to promote student learning.
8. Participate as members of the IEP and other school based teams to develop interventions for promoting students' academic success.
9. Serves on both school-based and district-wide committees to address educational issues, adjustment problems, safety issues, and program development for students.
10. Meet individually with students to do counseling sessions
11. Help students who are struggling to make positive behavior choices.

12. Maintain confidentiality of students and families unless there is a need to know or a safety concern
13. Provides crisis intervention services.
14. Provides social work/counseling case management for students and families.
15. Provides staff consultation and development of behavioral/emotional/environmental issues affecting student participation in the learning process.
16. Develops programs to address parent/guardian participation in the school and student engagement in the educational process.
17. Conducts classroom meetings, psycho-educational social skills groups, and classroom presentations on identified areas of concern for students.
18. Maintains required clinical records and submits appropriate documents for statistical reports with adherence to program standards
19. Conducts home visits related to establishing communication and positive connections between the parent/guardian and school setting around identified issues.
20. Completes risk assessment on referred students.
21. Completes functional behavior assessments on identified students.
22. Completes classroom observations.
23. Serves as liaison with community agencies and assists in fostering communication between schools, parents/guardians, and community leaders.
24. Locates and mobilizes community resources to support the educational program.
25. Attends meetings and professional development activities as required.
26. Participates as a member of the District Threat Assessment Process.
27. Presents classroom lessons on Erin's Law and Stranger Danger, as needed at specific grade levels
28. Serve as the building 504 coordinator to develop 504 plans for students needing classroom accommodations

29. Coordinates with School Special Education Coordinator for state testing accommodations

30. Maintaining professional skills through reading of current literature, professional membership and attendance at conferences/workshops as appropriate

This job description in no way states or implies that these are the only duties to be performed by this position. The School Social Worker will be required to follow any other instructions and to perform any other related duties as assigned by district administration or the Board of Education.