

Counselor – Elementary

Position Details

Division: Human Resources

Classification: Certified

Terms of Employment: This is a salaried position assigned to the Licensed Employee

Salary Schedule, 9 Months

FLSA STATUS: EXEMPT

Position Summary

The school counselor will implement the comprehensive guidance and counseling program according to the Nevada School Counseling Program which are aligned with the national standards set forth by the American School Counselors Association (ASCA). The employee, utilizing leadership, advocacy, and collaboration, will participate in a school counseling program that promotes and enhances academic achievement, personal/social growth, and career development for all elementary students. This person will be expected to adhere to the Clark County School District Professional Domains and Standards for Licensed Employees and will report directly to the school site administrator.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Administers an appropriate guidance and counseling program that aligns with the Nevada School Counseling Program, as needed at specific sites.
2. Delivers a system of individual student planning, responsive services, and system support within the guidance curriculum, as determined by site needs.
3. Completes assigned counseling duties from the District Annual Guaranteed Level of Service.
4. Conduct goal-oriented counseling that is responsive to identified student needs and relative to student achievement and school success, including Section 504 of

- the Rehabilitation Act and the Americans with Disabilities Act (ADA) and Foster Care Plans.
5. Collaborate with school personnel to assist students with developing skills that support personal social growth, academic achievement, high school graduation, and lifelong learning.
 6. Maintain confidentiality and accurate student records using Infinite Campus, as appropriate.
 7. Participate as a lead member of the school-based crisis team and provide immediate school-based crisis response.
 8. Work professionally with administration, staff, parents, and community.
 9. Comply with school and District policies and regulations as well as state and federal laws.
 10. Abide by the American School Counselor Association's (ASCA) Code of Ethics.
 11. Facilitate a school-wide program to create a safe, positive, and respectful learning environment.
 12. Serve as a resource for the school community, including referrals to outside agencies.
 13. Participate in other job-related duties and activities related to the needs of the school site, as assigned.
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Position Expectations

1. Demonstrate knowledge, skill, and ability to provide instruction and support in guiding the learning process toward achievement of curriculum goals.
2. Assist all students including culturally diverse and special populations in meeting individual needs to support academic achievement and student development.
3. Assist students and teachers with investigating college, university, and career and technical schools, scholarship options, and financial aid information in an effort to develop post-secondary options.
4. Assist students with acquiring skills that maximize their personal, social, and academic development.
5. Facilitate parent and student conferences with teachers.
6. Support the school improvement process and assist in the implementation of school improvement goals.
7. Participate in the annual evaluation and revision of the school counseling program by collecting and analyzing data that is in alignment with site School Performance Plan.
8. Work closely with school staff and administration to attain and meet School Performance Plan and site improvement goals.

9. Attend required job-related meetings, activities, and on-going professional development, as determined by the needs of the site.
 10. Maintain and communicate positive professional competence.
 11. Use effective and positive oral and written communication skills.
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Position Requirements

Education and Training

An earned master's degree from college or university.

Licenses and Certifications

Must possess or be able to acquire, by time of appointment to the position, a Counselor's License issued by the Nevada Department of Education.

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 05/21/19
- Created: 01/26/10