

# Williams Bay School District

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**Position Title: Elementary School Counselor (Grades 4K-5)**

**Reports to: Building Principal and Director of Special Education**

## **Job Goal:**

The professional counselor is a student advocate, leader, collaborator, and facilitator of system change. Counselors support students in the areas of academic achievement, career development, and social/emotional development ensuring students become productive, well-adjusted citizens. School Counselors uphold the ethical and professional standards of American School Counseling Association (ASCA), and other applicable professional counseling associations, and promote the development of the school counseling program.

## **Required Qualifications:**

- Master's Degree in Guidance and Counseling is required.
- State of Wisconsin Certificate in School Counseling is required.
- Demonstrates an understanding of the psychological, theoretical, and sociological foundations of human development, learning, and behavior.
- Demonstrates an understanding of skills required to develop, organize, administer, evaluate, and promote a comprehensive school-counseling program based on either the Wisconsin Comprehensive School Counseling Model (2007) or the American School Counselor Association National Model (3rd ed., 2012) in collaboration with educators, families, and community resources.
- Demonstrates the skills required to work effectively with school teams to promote a safe and healthy school climate, including prevention and intervention strategies addressing issues including social/emotional competence, conflict resolution, peer mediation, bullying prevention, and crisis management.
- Demonstrates an understanding of the role that diversity, inclusion, gender, and equity have on students' academic achievement, social/emotional, and career development.
- Demonstrates classroom instruction skills and individual/small group counseling skills to facilitate students' social/emotional, academic, and career development throughout their 4K-5 school experience.
- Demonstrates an understanding of "Pk-16" career development theories, practices, and programs, including the ability to facilitate student skill development.

- Demonstrates knowledge of developmental approaches to assist all students and parents at points of educational transition such as, middle to high school, and high school to a variety of postsecondary options.
- Demonstrates an understanding of relevant state and federal laws, institutional rules, regulations, and standards along with the national and ethical standards of the American School Counselor Association.
- Demonstrates the ability to utilize student data, institutional assessments, and research from the field to improve school counseling programs and improve the learning environment for all students.
- Demonstrates an understanding of current/emerging technology in education and school counseling to assist students, families, and educators in making informed academic, career, and social/emotional choices; including use of 1-to-1 programs and social media.
- Demonstrates the ability to acquire appropriate, ongoing professional development and engaging in personal/professional reflection to continually evaluate current school-counseling services.

### **Performance Expectations:**

#### **Communication and Collaboration**

- Establishes rapport, and collaborates with students, staff, administration, families, community members, and agencies.
- Collaborates to help students establish goals, promote social and emotional learning, and post-secondary planning.
- Implements an effective multi-tiered system of support, with administrators, teachers, families, and other school personnel.
- Maintains and protect all student information.

#### **Accountability and Progress Monitoring**

- Along with stakeholders, uses data to make decisions regarding enhancements to the school counseling program.
- Uses data to advocate for systemic change in response to the changing needs of the school and community, creating an optimal learning environment.
- Develops appropriate interventions for student and monitors student progress in multiple ways.

## **Program Planning and Management**

- Plans, organizes, and delivers the school counseling program.
- Prioritizes tasks and manages time effectively in order to meet the needs of students, families, staff, and administrators.
- Implements screenings, programs, interventions, and progress monitoring as part of the student services team.
- Serves as a resource for positive universal behavior practices.

## **Program Delivery**

- Develops and/or utilizes materials and instructional strategies to meet student needs and school goals.
- Assists the staff to make necessary curriculum changes to meet the needs of students.
- Promotes staff involvement to ensure the effective implementation of the counseling program and provides staff training as required.
- Provides short-term individual or group counseling to students with identified needs/concerns.
- Responds to student mental health needs and assist students and families seeking additional resources.
- Promotes equity, access, and academic success for every student.
- Utilizes effective interventions by applying culturally responsive, trauma-sensitive, and evidence-based interventions that support student success within a multi-tiered system of support.
- Refers cases to available school psychologist, county health services staff and other appropriate individuals or agencies as appropriate.
- Serves as a member of building level teams to provide support and assistance to students and families as they navigate crisis and emergency situations.
- Leads and facilitates annual 504 Plan development and meetings.

## **Professionalism**

- Adheres to ASCA standards, modeling ethical behavior and professional growth.
- Demonstrates strong interpersonal relationships with students, staff, and families.
- Engages in leadership opportunities, advocates for students and the school counseling profession.

## **General**

- Performs all other duties and other special projects as assigned by the Building Principals, Special Education Director, or District Administrator.

**Terms of Employment:**

Salary and work year to be established by the School Board of the Williams Bay School District.

The employee shall remain free of any alcohol or illegal substance and shall not use controlled substances (other than as prescribed) in the workplace throughout his/her employment in the District.

**Evaluation:**

Performance of this job will be evaluated annually in accordance with provisions of Board of Education's policy on evaluation of Performance for teachers.

APPROVED: April 26, 2021