

Franklin County Community School Corporation

Job Title	Counselor – Elementary School			
Position Type	<input checked="" type="checkbox"/> full time	<input checked="" type="checkbox"/> certified	<input type="checkbox"/> 180 days	<input type="checkbox"/> 220 days
	<input type="checkbox"/> part time	<input type="checkbox"/> non-certified	<input type="checkbox"/> 185 days	<input type="checkbox"/> 230 days
			<input checked="" type="checkbox"/> 190 days	<input type="checkbox"/> 12 months
			<input type="checkbox"/> 195 days	<input type="checkbox"/> as needed
			<input type="checkbox"/> 210 days	

Job Purpose: The purpose of the elementary school counselor is to provide leadership that engages all stakeholders in the delivery of programs and services to help students achieve success in school.

Duties:

The elementary counselor shall be available to work in the following specialized areas:

1. To serve as co-worker with teachers and as a consultant to student problems.
2. Will coordinate all psychological services.
3. Will be responsible for reporting to parents in the following areas:
 - a. Report cards
 - b. Parent-teacher conferences
 - c. Assisting teachers in reporting to parents through individual conferences or standard progress forms.
4. To work with the school nurse in the placement of physically handicapped students.

Record Keeping:

1. Is responsible for maintaining a daily log of counseling contacts both individual and group sessions.
2. Each counselor should keep an anecdotal file that is his/her property that might be needed for future reference.

Specific Responsibilities:

The counseling duties will be four (4) specific areas: Counseling Services, Information Service, Consulting Service, and Appraisal Service. These areas will be applied all counselors at all levels.

The emphasis, duties, and methodology to implement these, will be developed by the counselor, Building Principal, and administrative building personnel on an individual building basis.

Counseling Services:

1. Advise home and students on program offerings.
2. Help plan educational and vocational career programs.
3. Aids in pupil solution of personal problems.
4. Identified needs and makes referrals to other agencies.
5. Coordinated school and community services so that they achieve maximum benefit for the students.
6. The school counselor will be a child advocate both in the school and outside the school.
7. Develop and implement a social skills program. The program will consist of large and small group counseling, identification of children with social skills deficiencies, and assessment needs.

Information Services:

1. Maintains educational, occupational, personal, and social informational materials.
2. Provides information on skills and habits.

Consulting Services:

1. Provide counseling services to students and parents on an individual basis. This would require establishing appointments outside of regular school hours so that parents could utilize the counselor's services.
2. Conduct group meeting of students and parents.
3. Provide consultation and in-service training for staff members. This will involve a needs assessment to be conducted to determine areas of teacher concern and development of short presentations for teachers based on need and interest.
4. Interpret pupil data to teachers and administrators.
5. Aid in curriculum development.
6. Maintains working relationship with community resources.
7. Develop and implement a parent education program which provides hints and techniques for effective parenting in relation to the school.
8. Interprets guidance program to community.
9. Assist in coordination of corporation and community Alcohol and Drug Education program.
10. Coordinate the child abuse reporting with the Building Principal and school nurse as established by policy.
11. Establish a linkage system with other building counselors for ease of transition from the elementary to the middle school.
12. Consult with school nurse to identify physical/social problems as related to the child/family needs.
13. The school counselor shall make home visits as deemed necessary or as referred by the school.

Appraisal Services:

1. Organize and help administer standardized tests as well as interpret that information.
2. Maintain student records.
3. Undertake case studies of group and individual students.
4. Initiates and conducts research and evaluation studies.
5. Compiles and interprets statistical data on pupils.
6. Assists in identifying students for special classes.

Skills/Qualifications:

One of the following credentials is required:

1. Possess a valid Indiana School Counselor certificate.
2. Possess a valid Indiana Social Worker license.

Evaluated by	Building Principal
	The employee shall be evaluated annually.