**Pleasant Hill School District**

**Job Description**

**Job Title:** Counselor - ES

**Reports To:** Principal

**FLSA Status:** Exempt

**JOB SUMMARY**

In conjunction with the Principal, promotes the success of all staff and students at the elementary school by facilitating the development, articulation and implementation of a vision of teaching and learning that supports the District’s mission and vision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Assists in administering the school and its instructional program in all its facets.
3. Implements Board policies and administrative regulations.
4. Assists in the recruiting, screening, training, hiring, and assigning of school staff.
5. Works with teachers and staff to identify students with special needs and provides services or makes appropriate referrals for them.
6. Observes, monitors, and evaluates school staff performance as outlined in District policy.
7. Effectively manages and proactively resolves student conflicts or concerns.
8. Supervises student testing programs and assists students in evaluating their aptitudes and abilities through interpretation of individual standardized test scores and other pertinent data.
9. Assists in creating and implementing the school’s master curriculum schedule.
10. Attends, represents, and participates on various school committees to address student needs.
11. Assists in planning and implementing appropriate professional development.
12. Implements District disciplinary policy and procedures related to student behavior and achievement.
13. Promptly reports any serious accident or illness affecting students or any incident which might affect the school, staff, or students therein.
14. Confers with parents, staff, and community members as necessary.
15. Supervises students in hallways before, after and between classes, in library, at bus areas, and at special events.
16. Assists in development, planning, and implementation of school site programs and activities in accordance with the goals and objectives of the school.
17. Exercises decisive leadership in all situations.
18. Assumes responsibility for a safe and orderly school environment.
19. Prepares and presents reports, letters, memos, and other necessary correspondence to students, staff, and the community regarding school systems and policies.
20. Ensures compliance with accreditation guidelines and state requirements.
21. Appropriately maintains and secures confidential records and inquiries.
22. Professionally represents the school and the District in interactions with parents, community, staff, and students.
23. Maintains appropriate certifications and training hours, as required.
24. Complies with applicable District, state, local, and federal laws, rules, and regulations.
25. Attends work regularly and is punctual.

**MARGINAL DUTIES AND RESPONSIBILITIES**

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attends in-service trainings.
2. Attends staff meetings.
3. Attends educational support meetings, including Individualized Education Plan (IEP) meetings.
4. Substitutes for teachers, as necessary.
5. Participates in school and District level committees.

**SUPERVISORY RESPONSIBILITIES**

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

* Master's degree (M.A.) or equivalent and preferred to have at least four years successful teaching and leadership experience and/or training, or equivalent combination of education and experience, preferably at the elementary school level.
* Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others’ ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with students. Ability to lead and motivate staff and communicate effectively with students, staff, and community.
* Ability to communicate fluently in English both verbally and in writing. Ability to read, analyze, and interpret common technical journals, financial reports, IEPs, and legal documents. Ability to respond to common inquiries or complaints from staff, parents, regulatory agencies, or members of the community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to small groups.
* Ability to work with mathematical concepts such as probability and statistical inference and basic algebra and geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
* Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.
* General knowledge of computer usage and ability to use, e-mail, internet software, inventory software, spreadsheet and word processing software. Ability to type accurately and proficiently.
* Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of adolescent students. Ability to appropriately communicate with students, staff, parents, and members of the community. Possesses knowledge of effective behavior management methods. Ability to delegate responsibilities and meet time lines. Assists in the development and implementation of district guidance and counseling program. Assists students in effectively analyzing and developing alternative solutions to behavioral, educational, social and emotional problems and concerns. Conducts both large group (classroom) and small group sessions using guidance and counseling curriculums. Assists in dealing with student behavioral management programs, and in resolving conflicts, welfare and attendance problems and concerns. Skill in leadership and facilitation, including problem solving and conflict resolution. Ability to exercise good judgment and work in a dynamic environment.
* **Certificates, Licenses, Registrations:** Certificates as determined by the District. Must have a valid teacher’s license through the Teachers Standards and Practices Commission (TSPC), ability to obtain a valid CPR/First Aid card, and Oregon Driver License.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop or kneel. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment combines the standard office setting with standard office equipment including, (fax, copier, phone, computer, 10-key, etc.) with a standard school setting. The noise level in the work environment is usually low to moderate, but occasionally elementary depending upon student population and activities. The employee may be exposed to wet or humid and outdoor weather conditions. The employee may be exposed bloodborne pathogens.

**OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA Prepared Date: April 2019

I have read and understand this job description.

**Signature: Date:**

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