

JOB DESCRIPTION – Elementary Counselor/Behavior Specialist

Title: Elementary Counselor/Behavior Specialist
Classification: Licensed
Reports to: Principal
Work Year: 190 Days

Job Purpose Statement

The Counselor/Behavior Specialist works under the direction of the building principal in addition to supporting other programs in the district. The Counselor/Behavior Specialist is primarily designed to support students at the school with behaviors that interfere with a successful school experience. They will collaborate with instructional staff and administration to assess, develop and monitor behavior interventions and students experiencing emotional or social behaviors hindering their learning process.

Job Qualifications – Licensure and Experience

- TSPC – Oregon Teaching License with appropriate endorsement or Limited Student Services License

Essential Duties and Responsibilities: *Other duties may be assigned.*

- Supervisor/Teacher of Record for certain classes
- Works with building principal to build, edit, and maintain the master schedule
- 504 case manager
- Knowledge of and responsible for crafting FBAs
- Maintains a cooperative relationship with fellow staff members, students, and the general public.
- Adheres to and enforces district, state, and federal laws, policies, procedures, and regulations.
- Works with individual students, performs small group guidance activities in the classroom as are appropriate and facilitates guidance activities.
 - Introduces and assists staff in new techniques for helping students.
 - Coordinates referrals to district specialists and to outside agencies. Collaborates with these service providers in the best interest of students.
 - Screens cumulative records and lists unusual needs or special circumstances that will affect the learning of in-coming students.
 - Assists in identifying students with special talents or needs.
 - Interprets and explains guidance materials to staff, parents and community.
 - Interprets student information to parents, students, teachers, administrators and other team members.
 - Counsel groups or individual students through the development of educational and career plans.
 - Counsels small groups and individual students with problems; refers severe problems to appropriate community resources.
 - Consults with teachers, staff and parents regarding meeting the developmental needs of students.
 - Evaluates and revises the building guidance program.

- Conducts counseling activities in the classroom in conjunction with administration and teachers.
- Consults with teachers to facilitate the infusion of counseling activities into the regular education curricula.
- Provides orientation for students new to the school.
- Counsels/guides students and parents in use of test results for education/career planning.
- Responds to crisis situations when appropriate.
- Attends evening parent meetings and other parent information meetings, including orientation.
- Provides for own professional growth through an ongoing program of workshops, seminars, conferences and/or advanced course work.