

**LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE:** Elementary School Counselor

**CLASSIFICATION:** Certificated

**REPORTS TO:** Principal or Designee

**BASIC FUNCTION:**

Provide education and counseling services in areas of academics, social-emotional learning, behavior, and success. Advise students individually or in groups in planning and implementing their immediate and long-range educational goals. Focus on the needs of students; provide information and education to parents/guardians; maintain appropriate records; and participate in a reasonable number of social-emotional presentations at elementary schools and other related day and evening outreach events.

**REPRESENTATIVE DUTIES:**

- Implement Tier 2 interventions, such as small groups in self-awareness, self-management, social awareness, relationship skills, responsible problem solving, grief, divorce, and interpersonal relationships.
- Teach age-appropriate social-emotional lessons in classrooms utilizing the district curriculum.
- Observe student behavior to identify and support strengths and needs.
- Meet with children for brief solution-focused individual counseling.
- Collaborate with teachers, administration, and parents regarding social-emotional learning (SEL) and behavior, including designing, implementing, and garnering support for comprehensive school mental health programming.
- Collect, analyze, and report data related to school improvement, student outcomes, and accountability requirements.
- Promote school policies and practices that ensure the safety of all students by reducing school violence, bullying, and harassment.
- Provide outreach activities such as articles for newsletters and presentations to groups including the School Site Councils, parent/guardian groups, and school community.
- Implement school-wide counseling program with prevention and early intervention programs that help maintain positive school climates conducive to learning.

- Make referrals and help coordinate community support services.
- Provide responsive crisis support services through effective use of leadership, direct services, and coordination with needed community agencies, per district Crisis Team procedures.
- Participate in the school-sites' Coordination of Services Team (COST) to support effective triaging, tracking, and monitoring for the progress of interventions.
- Participate in the development of 504 accommodation plans, and provision of mental health services as appropriate.
- Enhance understanding and acceptance of diverse cultures and backgrounds.
- Mentor interns who are also interested in the profession.
- Participate in professional development to enhance skills related to job assignment.
- Adhere to ethical and legal standards and model behavior that is professional and responsible.
- Perform other duties related to the position as assigned.

## **SKILLS, KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE** in mental health and wellness, social-emotional learning development, strategies and best practices including but not limited to the development of positive feelings about self and school; prevention and early intervention for emotional and social challenges that interfere with learning; developing self-awareness and meaningful social participation, providing learning opportunities for children to explore their own thoughts and emotions, and learn to respect others' thoughts and emotions. Interventions to support behavior and crisis intervention. Deep understanding and strong implementation of a Multi-Tiered System of Supports (MTSS) and Positive Behavior Incentive System (PBIS).

**ABILITY** to communicate with a broad audience and facilitate meetings; interpret school programs for parents and students and provide general guidance; create professional development for teachers to gain skills to integrate social-emotional learning into their instruction; utilize various software programs to create, maintain, and generate various data and communication material.

## **MINIMUM QUALIFICATIONS:**

**EXPERIENCE:** 2-3 years of successful counseling experience is desired. Experience working in an elementary public school is preferred. Candidates enrolled in school counseling programs will be considered.

**EDUCATION:** Master’s Degree in Counseling and a California Pupil Personnel Services Credential (PPS) is preferred. Candidates enrolled in programs to earn those credentials will be considered.

**EQUIVALENCY:** A combination of education, training, and/or job experience necessary to perform the essential functions of the job.

**REQUIRED TESTING:** Pre-employment Proficiency Test may be required.

**LICENSURES:** Valid California Driver’s License.

**CLEARANCES:** Meet employment requirements as applicable with state, federal, and local laws, and Board Policy.

**TERMS OF EMPLOYMENT:**

- LEA Work Year Calendar
- Benefits: Medical, Dental and Vision Benefits are provided by the District in accordance with the agreement between the Livermore Education Association and Livermore Valley Joint Unified School District

**SALARY RANGE:** Certificated Non-Management Salary Schedule

**FLSA STATUS:** Exempt

**Work Environment:** The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 70% sitting, 15% walking, and 15% standing. This job performed in a generally clean and healthy environment.

**Completion by Human Resources:**

<b>Board Approval Date – TBD</b>
<input checked="" type="checkbox"/> New Job Description/Reason: <input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Organization Needs
<input type="checkbox"/> Revised Job Description
<input type="checkbox"/> Revised Salary Placement:
<b>Change Effective date:</b>