



Job Title: Elementary School Specialist **Exemption Status/Test:** Exempt
Reports to: Director of Guidance and Counseling **Date Revised:** November, 2015
Dept. /School: Guidance and Counseling Department/Assigned Campus

Primary Purpose:

Coach counselors and evaluate the elementary developmental guidance and counseling program that promotes academic success, personal/social growth, and college and career readiness for students in grade K-5.

Qualifications:

Education/Certification:

Master's Degree guidance and counseling
Valid Texas counselor's certificate
Mid-Management Certification (Preferred)

Experience:

Five (5) years of counseling experience with extended experience in a leadership role

Special Knowledge/Skills:

Knowledge of a comprehensive guidance program
Strong organizational, communication and interpersonal skills and knowledge of the types of services provided by counselors
Technology skills including computer skills, Microsoft applications and the Student Information System
Ability to present information in one-on-one, small groups, larger group situation to student, parents, and staff
Knowledge of counseling procedures, student appraisal, and career development

Major Responsibilities and Duties:

1. Manage and evaluate the development and delivery of the district's comprehensive guidance and counseling program for grades K-5 students.
2. Collaborates with assigned staff to develop, maintain and revise guidance curriculum based upon a systematic review and analysis.
3. Support programs designed to assist students in making a smooth transition from one level to another.
4. Work with counselors to ensure the needs and concerns of students are addressed through individual guidance and counseling.
5. Manage the college readiness initiatives (i.e., Elementary Expo, campus college awareness activities, district's College Day).
6. Support directors, coordinators and other central administrators in the implementation of special programs at the campus/district levels.
7. Coach the assigned campus in completing the Crest (**C**ounselors **R**einforcing **E**xcellence for **S**tudents in **T**exas) Award application.

8. Provide resources and training for counselors that will support the delivery of an effective guidance program.
9. Perform other functions that may be assigned by administration and/or supervisor.

Student Management

10. Demonstrate support for the district's student management policies and procedures.

Policy, Reports, and Law

11. Support and follow local, state and federal rules and policies.

Personnel Management

12. Screen and make recommendations relative to counselor assignments. Coach the assigned staff.
13. Plan and deliver effective staff development activities using the district's strategic plan, program evaluation outcomes, and input from campuses and departments to determine training needs and conduct monthly staff meetings.
14. Conduct on-site visits to assigned campuses to discuss job function and program expectations.

Communication and Community Relations

15. Establish and maintain a professional relationship and open communication with principals, staff, parents, and the community.
16. Articulate the district's mission and Strategic Plan goals in the area of guidance and counseling to the community and solicit its support in realizing the mission.

Supervisory Responsibilities:

Support and assist assigned staff.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged sitting, frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds)

Environment: Work inside, may work outside

Mental Demands: Maintain emotional control under stress; may work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.