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 grades 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 (Counselors Reinforcing Excellence for Students in Texas) 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.