

JOB PROFILE

POSITION: Elementary School Counselor

REPORTS TO: Elementary School Principal

Responsibilities and Duties

- Implement an elementary school counseling program that aligns with the school's mission, vision, and school-wide goals
- Work with students to develop short- and long-term personal and academic goals
- Collaborate with stakeholders to support students' social, emotional, and academic success
- Utilize data to identify behaviorally and/or academically at-risk students, implement interventions, and use data to evaluate intervention effectiveness
- Engage in short-term developmental counseling and refer students to community resources to meet long-term needs or diagnoses
- Provide responsive services including individual and small-group counseling and crisis response
- Practice data-driven decision-making, including program evaluation
- Develop and maintain documentation necessary for effective program implementation
- Conduct professional development to support all stakeholders in promoting and supporting student success
- Leads Transition Programs between grade levels
- Leads Promotion Events

Other Professional Responsibilities:

- Serve as a mandated reporter for suspected child abuse
- Apply ethical standards associated with handling sensitive and confidential student information
- Engage in position-related professional development to improve professional practice
- Other duties as assigned

Qualifications and Requirements

- A completed Master of School Counselling or equivalent
- A current and valid teaching certificate (preferred)
- Demonstrated recent experience as an elementary counsellor
- Knowledge of the Response to Intervention Framework
- A commitment to and successful experience working collaboratively in team settings
- Behavior intervention training and/or experience with functional behavior assessment
- Experienced in school-wide "Positive Behavior Interventions & Supports" (PBIS) (preferred)
- Experienced leading Child Study Team Meetings (preferred)
- Experienced in coordinating MAP assessments and entrance assessments