

## **VASHON ISLAND SCHOOL DISTRICT POSITION DESCRIPTION**

### **ELEMENTARY COUNSELOR 7.5 HOURS/180 DAYS**

#### **GENERAL SUMMARY**

Provide school counseling services as assigned including assessment, instruction and evaluation of students, instructional support, and social-emotional support, with a consistent focus on educational justice and equity

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#### **ESSENTIAL FUNCTIONS:**

Under the supervision of the Building Principal or designee, the position performs some or all of the following typical duties:

- Provide PBIS skills support for students and staff.
- Guide students in understanding self and others, assist in development of effective social skills
- Provide leadership in school-based diversity awareness and training
- Develop and lead school-to-school transition activities
- Work collaboratively with students, staff, and parents to provide academic planning/support, and goal setting, ensuring that the needs of all students are addressed including underrepresented groups.
- Communicate regularly with students and parents.
- Serve as member of the Response To Intervention team to identify at-risk students and implement interventions to enhance success
- Use and analyze data to help students succeed academically.
- Fulfill other job related responsibilities as assigned

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#### **REPORTING RELATIONSHIPS**

- Reports to and receives direction from Building Principal.

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#### **COGNITIVE DEMANDS**

- Requires organization and time management; requires adaptability and flexibility in working with different students, staff, parents, and community members; requires an openness to and appreciation of a variety cultural expectations and norms; requires effective decision-making and problem-solving; frequently requires dealing with difficult, upset, or angry individuals.

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**PHYSICAL DEMANDS**

- May require prolonged standing or sitting; while performing the duties of this job, the employee may be required to sit, stand, walk, lift, carry, stoop, kneel, talk and hear.

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**MINIMUM QUALIFICATIONS****Education and Experience**

- Valid Washington State ESA certificate with Counselor endorsement
- Recent training in school counseling best practices.
- Successful experience as a School Counselor strongly preferred.
- Interest in working with students in co-curricular activities.

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**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Counselor must be able to work with students, staff, parents, and other community patrons in an amiable and productive manner.
- Ability to model good behavior management skills for appropriate grade level.
- Good written and oral communication skills.
- Recent training in and thorough understanding of PBIS.
- Valid first aid and CPR card.

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**CONDITIONS/ACKNOWLEDGMENT**

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, or responsibilities not listed herein. The District reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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