



MISSISSINEWA COMMUNITY SCHOOLS Elementary School Counselor Job Description

Job Description:

The Elementary Counselor's position supports students in the attainment of social-emotional regulation and college and career readiness by providing a comprehensive counseling program. To coordinate a comprehensive program, the Elementary Counselor must work closely with teachers, support staff, administrators, guidance counselors and local counseling agencies. A school counselor's license is required.

Responsibilities:

1. Help students attain an optimum level of social-emotional regulation
2. Provide a comprehensive, schoolwide SEL program for whole classes and small groups
3. Administer SEL surveys and/or questionnaires and analyze data to determine needs and monitor progress
4. Identify students with special needs in the areas of social-emotional regulation and make appropriate recommendations and referrals
5. Consult with parents, teachers, administrators, and supporting agencies concerning the needs and abilities of students
6. Provide professional development for classroom teachers in SEL and College and Career Readiness.
7. Help teachers develop individualized behavior plans for students who struggle with emotional regulation
8. Help facilitate Tribe Time, and after school SEL programs for elementary and middle school students
9. Create grade appropriate College and Career Activities that are embedded with 'best practices'
10. Ensure that all activities conform to district guidelines
11. Work and communicate effectively with all members of the school district and community organizations
12. React to change productively and handle other tasks as assigned
13. Support the value of education
14. Support the philosophy and vision of Mississinewa Community Schools
15. Update and maintain confidential student records, including cumulative transcripts and student files
16. Supports and maintains a professional attitude and understands the importance of confidentiality in professional relationships
17. Provide virtual counseling if the school closes due to COVID-19
18. Keep informed of new information, innovative ideas, and advanced techniques
19. Help facilitate the Peaceful Bus Program
20. Stay current with Data that relates to all programs and the district level SEL Handbook
21. Provide grade level appropriate college and career activities embedded with best practices
 - a. Help develop grade level materials to support college and career activities for each grade level

It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)