

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

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**TITLE: ELEMENTARY SCHOOL COUNSELOR**

**REPORTS TO:** School Site Principal

**JOB GOAL:** Under the direction of the principal, the counselor assumes responsibility for all phases of pupil personnel services and coordination of student learning at the school site.

**QUALIFICATIONS**

***Knowledge of***

1. Academic, career, and social-emotional guidance.
2. Alternative educational programs.
3. Childhood developmental issues.
4. Eligibility and specialized programs participation.
5. Student Assistance Process and programs.
6. Student Information System.
7. Safety rules and regulations for this position.

***Ability to***

1. Articulate well with all levels of the educational community.
2. Be a productive and active team member.
3. Communicate effectively in both oral and written form.
4. Coordinate with public and private community agencies.
5. Counsel with students, individually and in groups, to improve attendance, achievement, and behavior.
6. Design and develop appropriate programs to meet individual needs, educational goals, and district core values.
7. Establish and maintain effective rapport with students, parents, and community members.
8. Establish and maintain effective relationships with those contacted in the performance of required duties.
9. Follow designated safety regulations associated with this position.
10. Follow district policies and procedures.
11. Handle all matters in a tactful, courteous, and confidential manner.
12. Input and analyze student data.
13. Make accurate and timely decisions.
14. Perform the job functions in the job description.
15. Present and maintain a professional appearance and demeanor.
16. Relate successfully with an ethnically diverse population.
17. Resolve interpersonal conflicts between and among the school's clientele (i.e., students, parents, and teachers).
18. Serve as a resource for students, staff, and parents.
19. Supervise and provide direction for guidance support staff.
20. Understand and carry out verbal and written instructions.

**Ability to** (continued)

21. Utilize the talents and abilities of students to assist other students.
22. Work both collaboratively and independently maintaining high standards of workmanship.

**Training and Experience**

1. A Master's Degree or higher from an accredited institution.
2. A minimum of three (3) years of classroom teaching experience desired.
3. Possession and maintenance of a Pupil Personnel Services Credential.
4. Possession and maintenance of a California Teaching Credential desired.

**ESSENTIAL FUNCTIONS**

1. Assists teachers and other staff members in improving educational options of individual students being counseled.
2. Visits classrooms on a regular basis for purposes of improving student learning.
3. Facilitate processes for increased student achievement and communicate information learned from classroom visits with staff members.
4. Assists teachers in development and maintenance of classroom management plans.
5. Be visible at breaks and lunches in order to promote and develop positive student relationships and behaviors.
6. Attends meetings as assigned by Coordinator of Student Support.
7. Builds a sense of teamwork, maintains high standards, demonstrates a positive attitude, and is relentless in the pursuit of excellence.
8. Communicates with parents to maximize students' social and academic adjustment, interpret test results, explain school policies, and assists in parental understanding of childhood development.
9. Collaborates and participates in the district Student Assistance Program.
10. Coordinates with all aspects of the K-12 sequence.
11. Facilitates alternative placement team meetings to assist students and parents in making appropriate educational choices.
12. Inputs, analyzes, and interprets data from Student Information System.
13. Motivates, encourages, and supports each student and staff member.
14. Participates in committee membership, i.e. SAP
15. Participates in district in-service training as required.
16. Participates with principal and staff on matters of student discipline.
17. Provides a system to ensure equitable dissemination of materials and resources concerning career and college information, educational planning, goal setting, and other areas of special interest through written materials, classroom presentations, and parent/student seminars.

**ESSENTIAL FUNCTIONS (continued)**

18. Provides elementary to middle school and/or middle school to high school articulation activities.
19. Provides in-service training for staff as required.
20. Responsible for bridge building.
21. Serves as a member of the IEP team to develop the best individual programs for students with special needs.
22. Serves as a referral agent and consults with teachers and administrators to promote cooperative efforts.
23. Serves as liaison with community agencies and organizations concerned with child welfare and attendance.
24. Supervises the preparation of student orientation programs.
25. Works directly with the Coordinator of Student Support, Principal, Assistant Principal, teachers, staff, and administrators in designing, implementing, monitoring, assessing, reviewing, and revising the total program.
26. Works in conjunction with the Principal and the staff to instill confidence and competence in each student.
27. Works with Assistant Principal to articulate goals with feeder schools and community.
28. Works with students on an individual and/or group basis on the solution of school-related and/or personal problems that interfere with a successful school experience.
29. Performs other related duties as directed.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.
8. Able to lift and/or carry up to ten (10) pounds up to four (4) hours per day, and thirty (30) pounds up to one (1) hour per day.
9. Able to push and pull objects weighing up to thirty (30) pounds up to two (2) hours per day.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.
11. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

**PHYSICAL ABILITIES** (continued)

12. Able to operate a motor vehicle in a safe and effective manner.

**TERMS OF EMPLOYMENT:** 185 Day Work Year  
Certificated Non-Union

Approved by: Board of Education Date: September 19, 2019

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN  
EQUAL OPPORTUNITY EMPLOYER**

