

AGUILA ELEMENTARY SCHOOL DISTRICT
JOB TITLE: COUNSELOR

Position Type: Exempt	Supervises: Classroom, Students, and Volunteers
Salary Schedule: Certified Salary Schedule	Reports to: School Principal
Term of Employment: Certified Calendar	Approved by: Human Resources
FTE: 0.5	Date: 01/12/2021

We are preparing students to excel in all challenges of the 21st Century.

POSITION SUMMARY:

To develop, implement and coordinate the social work/counseling program to effectively meet the social and emotional needs of district students.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Counsels students and parents individually and in groups on topics such as problem-solving skills, parenting skills, abuse of drugs and alcohol, grief and loss, anger management and other such topics;
- Plans and coordinates Parent Support Nights to provide opportunities for parents to receive education on how to best support their child at school and at home;
- Communicates with teachers and other staff about students' life situations and home/neighborhood circumstances;
- Participates in staff conferences related to students' behavioral adjustment and academic progress;
- Assists families in understanding their child's educational needs;
- Provides information to facilitate the use of community resources to meet food, clothing, shelter and medical needs;
- Acts as an ongoing member of the Student Study/Student-Teacher Assistance Team to help assure coordination of in-school and out-of-school services to all students;
- Interviews parents and other pertinent individuals to obtain necessary social and developmental background information concerning the needs of students;
- Acts as a liaison for families, interpreting their concerns to school personnel in order to maintain open lines of communication;
- Acts as an advocate for McKinney-Vento students in identifying and meeting their needs;
- Stays apprised of CPS requirements and trains staff accordingly;
- Helps students overcome barriers to school attendance and achievement by promoting responsible behavior;
- Conducts home visits as needed to address truancy, medical issues and other student or teacher concerns;
- Facilitates classroom instruction on social skills, violence prevention and tobacco prevention education;
- Complies with all rules, regulations and policies of the Governing Board.
- Other job related duties as assigned.

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- Valid and Proper Arizona Certification

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- To perform the job successfully, and individual must be able to perform each essential duty satisfactorily. The qualifications for this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Computer Skills** – Demonstrated competency in computer applications such as Word, Excel, Outlook, and typing.
- **Communication Skills** – Ability to read and interpret general documents such as employee handbooks and safety/training manuals. Ability to write general correspondence and speak effectively with others.
- **Math Ability** – Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- **Reasoning Ability** – Ability to interpret assortment of instructions furnished in variable forms. Ability to apply reason to research and solve moderately complex issues with little or no assistance.
- **Such alternatives to the above qualifications as the Board may find appropriate and acceptable.**

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- **Physical Demands:** While performing the duties of this job, employee is frequently required to sit, talk, and hear. The employee occasionally will stand and walk. The employee is occasionally required to reach with hands and arms. Employee will frequently interact with the public and other staff members. Specific vision abilities required by this job include close vision.

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Aguila Elementary School District is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990. Wickenburg Unified School District does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.