



## **JOB DESCRIPTION**

**TITLE:** Elementary Counselor

**REPORTS TO:** Elementary Principal

**CONTRACT DAYS:** 190

**WORKING HOURS:** Monday through Thursday: 8:00 am to 4:30 pm, except Wednesdays, which end at 5:00 pm. Fridays until 12:00 pm. Normal hours will be adjusted as needed and may be greater at certain times of the year.

**Overview:** In keeping with the ACS Vision and Mission, the Elementary Counseling team is responsible for providing a comprehensive, developmentally appropriate counseling program for students in the Elementary division that addresses the social-emotional and academic development of all students. As a collaborative community, the ES counseling team works with teaching teams, administrators, and the student support department typically serving two or three grade levels in the Elementary school.

### **Direct Services**

- Act as the champion of social-emotional learning and development for ACS Elementary students from KG1 to G5
- Maintain a focus on embedded preventative support for students by building authentic relationships with students
  - Collaborate with the divisional principal to build positive social-emotional responses and identify and resolve student issues
- Oversee, review, and support teachers in delivering a comprehensive, developmentally appropriate social-emotional learning curriculum
  - deliver quarterly counselor connection lessons to homebase classes
  - Collaborate and co-teach as needed with teachers to ensure continuity of social-emotional learning
- Provide short-term social-emotional counseling and approaches to learning support
  - small groups or individual work with students
- Provide support to students/parents/community in transition to and from ACS and across divisions
- Facilitate and run the student ambassador program and support school-wide events
- Deliver parent education and/or support groups that reflects the needs of the community
- Participate in Crisis and Child Protection teams

### **Indirect Services**

- Consult with parents, teachers, administrators and other relevant individuals in response to identified student needs
- Collaborate with teachers and the Student Support team to help overall student success
  - Participate actively within the Caring Core team (MTSS team)
  - Participate actively in weekly Grade-level team meetings
  - Participate actively in the K-12 counseling team
- Participate actively within other divisional specific meetings as required
- Assist in the admissions process by reviewing applications and participating on this team
- Assist the principal and teachers in developing and sustaining a positive and inclusive school climate for the ACS community: students, teachers, and parents
- Refer to and consult with appropriate outside support services
- Use data to design, deliver and evaluate services to inform student and programmatic needs
- Engage in professional development



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### **American Community School Counseling Mission Statement**

As student advocates, ACS counselors work in partnership with students, educators, parents and the community, to foster an inclusive and collaborative school environment central to the success of the

ACS mission. ACS counselors provide an accessible program that is comprehensive, developmentally appropriate and addresses the academic, career, and social/emotional development of all students.

#### **ACS counselors believe:**

- Every student has the right to have a caring adult advocate
- Every student should feel safe, supported, and accepted
- Every student is unique, capable, and developing as an individual
- Every student, with support, possesses the ability to advocate for themselves and generate solutions to problems
- Students learn through a variety of learning styles, depth and comprehension
- Students should maintain balance with their academic and non-academic lives
- Counselors should work within professional counseling code of ethics and adhere to standards of confidentiality
- Our counseling program requires continual review and revision in order to meet the needs of the school

#### **Required Qualifications and Skills:**

- Master's level or higher degree in School Counseling, Child Development, Educational Psychology or similar area, or a Master's degree or higher of Education with Certification in Elementary School Counseling
- Demonstrable history of success working within an Elementary Counseling program
- Exemplify the ACS core values of Compassion, Curiosity, Integrity, and Courage
- Demonstrate the ability to engage, prepare, and inspire our students, our staff, and our parent community
- A minimum of 5 years of full-time experience is required