

## Western Gateway Elementary School

### Job Description

### Certified Teacher

<https://westerngateway.school/>

**Job Title:** Guidance Counselor

**Job Classification:** Exempt

**Salary:** Based on experience & qualifications

**Contract Length:** Regular School Calendar & Hours

**Supervisor:** Head of School

**Approved By:** Heather Zacarias

**Date Approved:** 10/21/2020

#### Position Summary:

The counselor promotes student success, provides preventive services, and responds to identified student needs by implementing a comprehensive developmental school counseling program that addresses academic, career, and personal/social development of PK-4th grade students.

#### Essential Duties:

1. Develops and manages a comprehensive school guidance & counseling program for PK-4<sup>th</sup> grade students.
2. Delivers the counseling curriculum to all students focusing on Academic, Career, and Personal/Social Domains.
3. Designs, delivers, evaluates and revises a planned sequential developmentally appropriate program in accordance to state counseling standards and indicators.
4. Facilitates the infusion of counseling curriculum activities into classroom curricula to support the developmental needs of students.
5. Facilitates instructional process in collaboration with school staff and community resources.
6. Counsels with students to promote self-awareness, self-identify, and positive social and academic skills.
7. Develops/delivers/evaluates student planning addressing academic goal setting and transition plans.
8. Informs students and parents about pertinent test results, academic programming, behavior intervention strategies, and their implications to overall academic success.
9. Provides individual and group counseling to students with identified concerns and needs.
10. Implements a referral process and follow up process to outside counseling agencies and support agencies.
11. Provides information to staff and parents to assist in crises and related issues that may affect the school climate.
12. Consults and coordinates with professionals and community agencies, such as school psychologist, nurses, administrators, community-based counselors, service agencies, and physicians.
13. Manages activities that establish, maintain, support, and enhance the total school counseling system.
14. Advocates for equitable access to programs and services for all students.
15. Under the supervision of the Head of School or designee, may plan and coordinate programs that are an extension of the counseling program, i.e., Individual Education Plans, 504 Plans, Child Study Team, theme weeks.
16. Coordinates parent education programs with staff and the WGES PTA.
17. Participates in school leadership team meetings and decision making as requested.
18. Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.
19. Participates with the administration as a team member in the implementation of the district testing program.
20. Collects and reviews evaluative data to ensure a successful counseling program which links the school counseling program to student academic progress.
21. Measures results of the school counseling program activities and shares results as appropriate.
22. Performs other duties as assigned.

**Other Duties:**

1. Maintains professional competence by attending staff development programs, curriculum development meetings and other professional activities.
2. Actively participates in various student and parent activities which occur in school including PTA, student clubs and after-school activities and events.
3. Creates an effective learning environment through functional, purposeful, and attractive displays, bulletin boards, and activity/learning centers.
4. Performs any other school related duties as assigned by the Head of School or other appropriate administrators.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

1. Master's Degree in counseling or related field.
2. Oklahoma Teaching Certification in Elementary Education or other appropriate Teaching Certification as approved by Oklahoma State Department of Education required.
3. Elementary or Secondary Counselor, School Counselor (PK-12).
4. Must possess ability to communicate effectively both verbally and in writing.
5. Must possess the ability to establish and maintain positive and effective working relationships with students, staff, parents, and the community.
6. Ability to work cooperatively and collaboratively with others, demonstrate self-discipline and initiative, follow state and district guidelines.

**Communication Requirements**

Frequent written, telephone, electronic, and in-person contact with the Head of School, other administrators, teaching and office staff, parents, volunteers, and community representatives for exchange of information and services, and general problem solving. Written correspondence, classroom website, newsletter articles, memos, to disseminate educational information, materials, and records. Frequent contact with parents for purposes of advocacy, education, and general information sharing.

**Evaluation**

Performance of this job will be evaluated by school administrator(s) using informal and formal observations conducted multiple times each year by evaluators using WGES measurement tool.

**Job Specifications**

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Bachelor's or Master's degree in education or a related field. Must possess or be eligible for Oklahoma Teaching Certification with appropriate endorsement to teach Elementary School and/or Early Childhood. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Dependent on grade level and subject; may include instructional assistants, volunteers, tutors.

**Supervision Received:** Head of School, Assistant Head of School, Instructional Facilitator

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be performed by individuals currently holding this position and additional duties may be assigned. Western Gateway Elementary School reserves the right to update, revise or change this job description and related duties at any time.*

*This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*

**Approvals:**

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Supervisor Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) Signature Date