

Job Description

Elementary School Counselor

Position Title:

Elementary School K-8 Counselor Full Time

Reports To: Executive Director

Job Goal: To assist in providing a comprehensive educational guidance program for students in grades K-8. Provide activities and counseling services to meet the needs of the students; participate and implementation of MTSS and SBMH grant goals.

Qualifications: Utah School Counseling degree

Employment Period: Beginning 2019-2020 School Year

Salary: Counselor Salary

Duties and Responsibilities: Other counseling or school duties will be assigned.

1. Program Planning
 - Implement a systemic school-based mental health program. The hired qualified personnel will follow a comprehensive framework as outlined in the Utah College and Career Readiness School Counseling Program Model.
 - Participate in USBE trainings. The hired qualified personnel attend USBE Updates and Essentials Trainings.
 - Participate in quarterly collaboration meetings with USBE.
 - Implement data projects. Track data elements and school goals as listed in the School-Based Mental Health application. Input results at the end of the school year using the Accountability and Data Report template.
2. Counseling and Consulting
 - Provides individual and group counseling services to meet the developmental, preventive and remedial need of students.
 - Consults with students, parent, teachers, and other professionals,
3. Student Programs
 - Works with Executive Director to provide professional development for parents, staff, and students such as Kids Empowered, Suicide Prevention, Child Find, White Ribbon Week, and Red Ribbon Week, etc.
 - Implements activity and education programs to support the school goals and policies. Focuses upon, "A Framework for Safe and Successful Schools."
 - Monitors student choices and adapts the program to meet current needs.
4. Professional Practices
 - Adheres to ethical standards of the counseling profession and abides by the laws, policies, and procedures that govern schools.
 - Follows CCID Policies and Procedures.

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5. Other Duties as Assigned

- Monitors student activities and behaviors during class, assemblies, lunchtimes, and at other activities.
- Meets with students and parents regarding attendance or behavior issues.
- Assists the students in following the school rules and policies.
- Monitors the school climate and uses programs to maintain a positive, productive atmosphere.
- Observes all aspects of the school experience and makes recommendations and adjustments necessary to establish safe school.

CCID is an Equal Opportunity institution and is nondiscriminatory relative to race, religion, color, national origin, sex, age, or disability.

For questions or to apply for this position, please contact Laura Banda at laura.banda@ccidschool.org

Applicants interested in this position should send an electronic resume, letter of interest, and 3 current letters of recommendation. Applicants will be contacted after that time for in-person interviews.