

Job Title: Elementary Counseling TSA
Department: Elementary Education
Reports To: Counseling Coordinator II
FLSA Status: Exempt
Salary Schedule: TT Certified Salary Schedule
This position includes up to 23 summer days



SUMMARY

The elementary school years set the foundation for developing the knowledge, attitudes, and skills necessary for students to become college and career ready. The Elementary Counseling TSA is responsible for providing professional development, training and support for elementary counselors in WCSD.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Develops understanding and implementation of the K-12 framework to a comprehensive approach and systematic program design that promotes data-driven, student-focused, and best practices for students.

Provides professional development for counselors in the implementation and utilization of the Elementary School Counseling Program Implementation Guide as a resource for elementary school counselors to support the implementation of high-quality school counseling programs.

Coordinates regularly with the WCSD Counseling Coordinator to develop systematic processes for distribution of information and ensure quality implementation of the following:

- World of Work
- Data & Year End Reporting
- Dropout prevention
- Evaluation of programs
- Responsive services
- Academics Planning
- Systemic programing
- Roles & Responsibilities
- Professional Development
- Reporting & Committee
- Advisory/Conesite collaboration
- Intern & Practicum placement

Collects, organizes, and analyzes information about individuals through records, assessments, interviews, and professional sources, to appraise their interests, aptitudes, abilities, and personality characteristics, for vocational and educational planning.

Utilizes responsive and group guidance services and school program support to increase student awareness of the world of work and future options open to them.

Assists individuals to understand and overcome social and emotional problems.

Engages in research and follow-up activities to evaluate counseling techniques.

Provides individual and group counseling for pupils in the areas of personal, social, educational and career development. Under the direction of the School Principal, ensures the Individual Educational Plan Program is organized and carried out annually in the school.

Organizes and maintains student occupational and educational information and disseminates the information to students.

Consult with pupils, parents, teachers, administrators and other people within the community to bring about changes in the school that will more adequately serve the needs of the students and their families.

Consults with parents regarding their children and plans strategies that will assist the student and his/her parents in reaching desired goals using the individual Education Plan procedure adopted by Washington County School District.

Manages and conducts a basic educational assessment program in the school. Keeps abreast of the total educational offering of the school.

Advocates for the students of the school.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities unless otherwise specified by the school principal or district counseling coordinator.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to respond to common inquiries or complaints from parents, community, and staff members. Ability to effectively present information to parents, community, and students.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Master's degree from an accredited college or university.

CERTIFICATES, LICENSES, REGISTRATIONS

An active Utah School Counselor K-12 License is required. An ESL endorsement would be beneficial.

PHYSICAL DEMANDS *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 use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: Counseling Coordinator			Date: 04/03/2023
Approved By: Assistant Director, HR			Date: 04/03/2023
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	