

**LITTLE WOUND SCHOOL BOARD
POSITION DESCRIPTION**

SCHOOL COUNSELOR (Elementary)

SUPERVISOR: Elementary Principal

JOB SUMMARY:

Provide a comprehensive counseling program for students in grades K-5 specifically to provide services to meet the needs of assigned students; consult with teachers, staff and parents to enhance effectiveness in helping students; and to provide support to other high school educational programs.

DUTIES AND RESPONSIBILITIES:

1. To provide individual and group counseling sessions with grade K-5 students to assist in problem-solving and skill development efforts.
2. To implement student, staff and parent conferences to assist in problem-solving efforts.
3. To coordinate administration of student assessment processes.
4. To conduct training sessions for staff and parents in areas related to child growth and development, learning processes and other identified topic areas.
5. To assist instructional staff in the development and implementation of affective curriculum development and instructional activities.
6. To monitor student cumulative folder guidelines and processes.
7. To provide for the utilization of medical, attendance, psychologist, mental health, and other resources to assist students.
8. To monitor student records system, maintaining access, confidentiality, and other established procedures.
9. Coordinate training sessions with students in regard to alcohol/drug abuse, behavior boundaries, values, stereotypes, careers, and additional topics of interest and need.
10. Adhere to the LWS policies and procedures.
11. Other duties as assigned by supervisor.

QUALIFICATIONS:

1. Must possess a MA in Counseling with appropriate South Dakota Teaching endorsement and certification.
2. Previous counseling experience preferred.
3. Knowledge of reservation environment and Indian education.
4. Demonstrate skills in individual and group counseling, careers, facilitation of training sessions, and knowledge of supportive services.
5. Indian preference and veteran's preference considered.
6. Must successfully pass pre-employment screening activities.