

MVE ELEMENTARY SCHOOL COUNSELOR JOB DESCRIPTION:

The Elementary School Counselor helps students attain an optimum level of personal and social adjustment. In order to coordinate comprehensive counseling program, the Elementary Counselor must work closely with the other staff and administration.

Responsible to: Principal

Payment Rate: According to Certified Salary Schedule

Contract: This position is on a 210 day contract

Qualifications:

1. High School diploma or equivalent.
2. Masters degree from an accredited college/university.

Essential Functions:

- Help students attain an optimum level of personal and social adjustment
- Consult with parents, teachers, administrators, and supporting agencies concerning the needs of students
- Weekly Guidance lessons on relevant topics appropriate for grade level
- Provide individual counseling and group guidance to help students cope effectively personal, social, academic, career, and family concerns
- Consult with parents, teacher, administrators, and supporting agencies concerning the needs and abilities of students
- Schoolwide activities that promote the well being of students
- Liaison for state agencies
- Building-level testing coordinator
- Building-level 504 designee
- Keep abreast of new information, innovative ideas and techniques
- Work effectively with community organizations
- React to change productively and handle other tasks as assigned

Submit applications to Mt. Vernon - Enola School District, Attn: Megan Hyman, PO Box 43, Mt. Vernon, AR 72111 or email to mhyman@mvevarhawks.org