

**GERVAIS SCHOOL DISTRICT #1 - ELEMENTARY COUNSELOR / CHILD DEVELOPMENT
SPECIALIST**

QUALIFICATIONS:

- Valid Oregon teacher license or Master's of Social Work license.
- Valid First Aid Card as requested by Principal.
- Minimum of three years experience in the field of public education, including experience as a classroom teacher preferred.
- Knowledge of current educational practices and methods, evaluation techniques, behavior management techniques, and communication techniques.

REPORTS TO:

- Building Principal

JOB GOAL:

- To help prevent and overcome students' problems which impede learning and to assist students in making educational, occupational, and life plans.

PERFORMANCE RESPONSIBILITIES (See Performance Standards for additional indicators):

- Assists in the development and implementation of the district guidance and counseling program.
- Counsels individual students on matters of a personal nature.
- Acquires and disseminates information about appropriate referral agencies to meet student needs and assists with contacts.
- Counsels with students referred by staff or parents in matters of personal and social adjustments.
- Conducts large group (classroom) sessions of the guidance and counseling curriculum.
- Consults with parents and staff.
- Serves as a consultant in areas of student behavior and student management.
- Conducts conferences, when necessary, with students, parents, teachers, or appropriate agencies.
- Participates as a member of appropriate teams to diagnose student problems and develop individual student education plans.
- Follows district policies and building rules.
- Maintains confidentiality at all times.
- Performs other duties as assigned.

PHYSICAL REQUIREMENTS:

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and drive 1-4 hours.
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboarding).
- Employee may need to bend, squat, climb stairs, and lift occasionally.

TERMS OF EMPLOYMENT:

- 190 days.
- Salary and work year to be in accordance with collective bargaining agreement, Board policy, and legal requirements.

EVALUATION:

- Performance of this job will be evaluated in accordance with State law, Board policy, and the District Evaluation Procedures. Evaluation shall be based on, but not limited to, Performance Standards for Teachers.

I have received a copy of this job description:

Teacher Signature

Date