POSITION DESCRIPTION

TITLE: Counseling Support Specialist
LOCATION: Elementary Schools
REPORTS TO: Building Principal or designee
DEPARTMENT: Elementary

SUMMARY STATEMENT:
Under the general supervision of the building Principal, the Counseling Support Specialist will assist the Elementary Counselor/Social Worker with social and academic interventions for students. The Support Specialist will work closely with students on an individual as well as a small group basis.

ESSENTIAL FUNCTIONS:
1. Assist students with behavior, social, and academic success as follows:
   • Communicate effectively with students, staff, and parents.
   • Manage daily check in and check out of assigned students.
   • Assist in working with individual as well as small groups of students to teach and support student's social skills.
   • Engage in positive, daily social interactions with students.
   • Meet weekly with each student to teach problem solving and/or instruct in social behavioral skills and academics.
   • Provide clear, consistent, and high expectations for student behavior.
   • Collect and maintain accurate data on student performance/progress.
   • Summarize data for the support team.
   • Assist in organizing and preparing various materials.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%)  Bending (33-66%)  Speaking (66-100%)
Stooping (33-66%)  Hearing (66-100%)  Attendance (66-100%)
Standing (33-66%)  Reaching (33-66%)  Sitting (33-66%)
Squatting (33-66%)  Walking (33-66%)  Lifting up to 50 lbs. individually (33-66%)
Writing (Up to 33%)  Travel (Up to 33%)

MENTAL DEMANDS REQUIRED:
Reading Documents (66-100%)  Verbal Communication (66-100%)  Written Communication (Up to 33%)
Multiple Concurrent Tasks (66-100%)  Constant Interruptions (66-100%)  Confidentiality (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
PC/Chromebook/Apple computer, copy machines, telephone, and all other tools and equipment necessary to perform the essential functions as listed above.
MINIMUM QUALIFICATIONS:
1. Basic typing/keyboarding.
2. Must possess a high school diploma.
3. Experience in working in a school setting preferred.
4. Previous experience working with students who demonstrate challenging behaviors.
5. Previous experience working with and supervising students.
6. Demonstrated ability to communicate effectively with students, staff, and parents.
7. Must possess strong time management skills.
8. Must possess personal characteristics of flexibility, initiative, cooperativeness, and confidentiality.
9. Demonstrated ability or willingness to learn computer skills.
10. Demonstrated ability to operate the office equipment as listed above.
11. Demonstrated ability to perform under conditions of constant interruption.
12. Must be able to travel to various locations to attend various training sessions.
13. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: ___________________________ Date: ________________

District: ___________________________ Date: ________________

New Revised Date: 5/31/2018
Classification: Paraeducators
Class: Class II
Display on Web? Yes

Counseling Support Specialist