



Mancos School District  
Staff Job Description

<b>Title:</b> Elementary Counselor	<b>FLSA Status:</b> Exempt
<b>Reports To:</b> Elementary Principal	<b>Pay Range:</b> refer to salary schedule
<b>Prepared/Revised Date:</b> June 7th, 2023	<b>Work Year:</b> 9 months

**SUMMARY:**

The counselor works in all levels of the school system to support the social, emotional and academic well-being of K-5 students. As a school counselor, you will collaborate with staff, and outside agencies, to help students succeed in all aspects of their lives. This can be helping students through social and emotional challenges or liaising with other agencies and organizations outside the school.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Listed below are the essential tasks performed to achieve the purpose of this job. The frequency of each task is listed as follows: **(D)** daily, **(W)** weekly, **(M)** monthly, **(Q)** quarterly, or **(A)** annually. Also listed is the percentage of time each task requires on an annual basis. The total, including the percentage allocated to "other duties as assigned," equals 100%.

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of time</b>
1. Responsive Services - Consists of activities to meet the immediate needs and concerns of students whether these needs or concerns require counseling, consultation, referral or information. This component is available to all students and is often student-initiated.	<b>D</b>	<b>50%</b>
2. Educational Programs - Consists of structured developmental experiences presented systematically through classroom and group activities. The purpose of the curriculum is to provide students with knowledge of growth and development, to promote their positive mental health and to assist them in acquiring and using life skills. Group Activities include: gaining self-awareness, developing positive attitudes, making healthy choices, respecting others, resolving conflicts, making effective decisions, improving self esteem.	<b>D</b>	<b>20%</b>
3. Counselor meets with parents, teachers, administrators and community agencies regarding strategies to help students.	<b>M</b>	<b>5%</b>
4. Personal Counseling - is provided on an individual or small group basis for students expressing difficulties dealing with relationships, personal concerns or other developmental concerns.	<b>D</b>	<b>5%</b>
5. Crisis counseling and support are provided to students and their families facing emergency situations.	<b>As needed</b>	
6. Providing referral services to augment school programs and/or deal with crises such as abuse i.e. mental health, social services, private therapists, other community programs/activities.	<b>As needed</b>	
7. System Support - consists of management activities that establish, maintain and enhance the total counseling program. This component is implemented and carried out through activities in the following areas: i. Participate in student staffing and provide information necessary to assist in the placement of students in different settings: special education, ESL, 504 coordinator, Rtl, alternative education ii. Attend and participate in professional meetings, in-service training, and maintain	<b>D</b>	<b>10%</b>



Mancos School District  
Staff Job Description

up-to-date credentials to enhance professional development.		
8. Meet all legal requirements including timelines for professional practices such as, but not limited to IEPs, ICAPs, 504, Rtl.	<b>W</b>	<b>9%</b>
9. Perform other duties as assigned.	<b>D</b>	<b>1%</b>
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's Degree, minimum required.
- Colorado Professional Special Services License with appropriate endorsements.

**TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:**

- Knowledge of developmental needs of students
- Understanding and empathy necessary for working with students, parents and staff
- Ability in effective counseling techniques and procedures
- Excellent verbal and written communication skills
- Ability to develop and execute programs necessary to implement an effective counseling program
- Ability to develop and provide training related to effective instructional practices and behavioral intervention practices in all school settings
- Maintain confidentiality of student information and records in compliance with confidentiality laws including Family Educational Rights and Privacy Act (FERPA)
- Creativity, enthusiasm, and dedication

**LICENSES, REGISTRATIONS, OR CERTIFICATIONS:**

- Must pass various pre-employment background screenings; required at entry
- Colorado Special Services Provider - Counselor License
- Crisis Prevention Intervention (CPI) required within two months of hire

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with typical office equipment
- Microsoft and or Google applications

**REPORTING RELATIONSHIP AND DIRECTION/GUIDANCE:**

- Reports to: Elementary Principal
- Direct Reports: May assist in supervising classified staff in the counseling office  
Responsible for supervising the behavior and well-being of students in the classroom, getting on and off the bus, at recess, lunch and to and from classes.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

Budget Function	Responsibility			
	Sole	Participate	Recommend	Not Applicable
Develop a Budget				<b>x</b>
Administer a Budget				<b>x</b>
Monitor a Budget		<b>x</b>		



Mancos School District  
Staff Job Description

Coordinate a Budget				<b>x</b>
Initiate a Requisition		<b>x</b>		

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			<b>x</b>	
Walk			<b>x</b>	
Sit			<b>x</b>	
Use hands to finger, handle or feel			<b>x</b>	

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms			<b>x</b>	
Climb or balance		<b>x</b>		
Stoop, kneel, crouch, or crawl			<b>x</b>	
Talk				<b>x</b>
Hear				<b>x</b>
Taste	<b>x</b>			
Smell		<b>x</b>		

WEIGHT AND FORCE DEMANDS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			<b>x</b>	
Up to 25 pounds			<b>x</b>	
Up to 50 pounds		<b>x</b>		
Up to 100 pounds		<b>x</b>		
More than 100 pounds	<b>x</b>			

MENTAL FUNCTIONS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			<b>x</b>	



Mancos School District  
Staff Job Description

Analyze			x	
Communicate				x
Copy			x	
Coordinate				x
Instruct				x
Compute			x	
Synthesize			x	
Evaluate				x
Use Interpersonal Skills				x
Compile				x
Negotiate				x

WORK ENVIRONMENT	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions			x	
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS	REQUIRED TO PERFORM ESSENTIAL FUNCTIONS OF THE JOB
No special vision requirements	x
Close vision (clear vision at 20 inches or less)	



Mancos School District  
Staff Job Description

Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

<b>NOISE LEVEL</b>	<b>Level of noise typical in the work environment for this job</b>
Very quiet	
Quiet	
Moderate	<b>x</b>
Loud	
Very loud	

**OTHER INFORMATION:**

n/a

Mancos School District RE-6 does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability, or need for special education services in admission or access to, or treatment of employment in its educational programs or activities.

Mancos School District RE-6 is an equal opportunity and affirmative action employer and complies with Title IX and the Americans with Disabilities Act.

The signatures below indicate the job description has been reviewed by the employee with the supervisor.