



Clarkdale-Jerome Elementary School District #3  
1615 Main Street  
Clarkdale, Arizona 86324  
Phone (928) 634-5035 – Fax (928) 639-0917  
“Every Student, Every Day, Preparing for Tomorrow”

## **SCHOOL COUNSELOR**

**SUMMARY:** The school counselor provides support services to meet the social and emotional well-being of students and their families.

### **DUTIES & RESPONSIBILITIES:**

- Promote student success by identifying and responding to students’ social, emotional and academic needs in a small group setting.
- Help students enhance their respect for self and others, their problem solving, decision making and effective communication skills, as well as other school-identified objectives.
- Develop, maintain and promote cooperative, respectful relationships with students, parents and staff.
- Responsible for the coordination of surveys intended for use by the school, district, or other outside organizations.
- Conduct or provide referrals for parent education programs.
- Collaborate with teachers and address the needs of the students within their classroom social structure to create and teach lessons among all grade levels.
- Provide family support and offer outside resources for students.
- Provide the service of the district test coordinator for state assessments.
- Offer behavior plan assistance for students with challenging behaviors.
- Provide support for students, families and staff affected by trauma or crises.
- Represent the school at various community information meetings or trainings such as MatForce and other entities.
- Maintain records consistent with ethical and legal guidelines.
- Attend various school-related functions such as parent/teacher conferences.
- Attend faculty meetings and professional development activities.
- Participate in the Child Pro Committee and Safety Committee.
- Serve as the district/school 504 Coordinator.
- Other duties as assigned.

### **Desirable Personal Traits for the above position:**

- Ability to interact favorably with students, staff and parents
- Ability to be patient and provide clear directions
- Ability to be flexible

### **QUALIFICATIONS & REQUIREMENTS:**

#### **Education & Experience:**

- Current School Social Worker, PreK-12 or Guidance Counselor, PreK-12 Certificate issued by AZ Department of Education

- Masters Degree
- 2 years experience as a school counselor preferred
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Access and Outlook. Ability to work with various data bases that are applicable to job description.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position.*