



MORRISTOWN SCHOOL DISTRICT #75
25950 West Rockaway Hills Drive
P.O. Box 98
Morristown, Arizona 85342
623-546-5100

Counselor Job Description (Safe School Grant)

There are a wide variety of responsibilities which come with being the Morristown Elementary School Counselor. This list is not inclusive of all responsibilities, but is a general overview of expectations for the position. The counselor must follow all school district policies and regulations and must enforce the confidentiality and ethics of the position. The school counselor is responsible for providing a comprehensive school counseling program that is preventative in design, developmental in implementation, and supports Morristown Elementary School students in the areas of academic achievement, career and college planning, and personal and social development. The counselor also serves as a consultant to educators, families, state agencies and community partners.

The counselor reports to the superintendent. The counselor works closely with faculty and staff of the school, various social services agencies (i.e., DCS), Arizona Department of Education, Maricopa County Sherriff Office, personnel from other public school system, parents, PTSA, and community stakeholders.

Essential Duties and Responsibilities

The Elementary School Counselor is responsible for developing, implementing and managing a comprehensive school counseling program to serve the academic, social and career development needs of students enrolled in Morristown Elementary School. The primary purpose of the comprehensive school counseling program is the support of the instructional and academic goals of MES.

More specifically, the counselor performs the following:

Development and Management

- Uses data to develop and inform the counseling program and evaluates the program's impact on the school's instructional goals.
- Collaborates on the development and management of the comprehensive counseling program with the school administrator or instructional leader.
- Communicates and shares the goals of the school counseling program to stakeholders including students, families, PTSA and community partners.
- Develops and maintains a written plan for effective delivery of the counseling programs based on the MES annual student achievement goals and aligned with the American School Counseling Association (ASCA) National Standards for School Counseling Programs.
- Uses the majority of the time (80%) to provide direct services to students through preventive and responsive services, including individual student planning, and uses the remaining time in development and management, system support and accountability.

Preventative and Responsive Services

- Designs, implements and assesses the guidance curriculum and works with area high schools with transition plans



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- Utilizes responsive counseling, initiating individual/group sessions for students' academic, social and personal concerns.
- Consults with families/staff to appraise student needs and interests for recommendations for educational options.
- Plans, coordinates and provides the classroom guidance sessions to meet the identified guidance and counseling competencies in the areas of academic achievement, career and educational development, and personal/social development to assist students in developing decision-making skills and identifying life goals.
- Assesses student needs and makes referrals to appropriate school resource personnel, social agencies, community agencies and alternative programs.
- Intervenes during crisis situations and participates on school crisis team.
- Is a major participant in the School Safety Committee

Individual Student Planning

- Prepares students for the transition to high school
- Plans and coordinates programs such as career and high school fairs, test skills preparation, improved/perfect attendance celebrations and other extensions of the counseling program to support students' knowledge of post-secondary options.
- Assist students in navigating their academic, workplace and community experiences, through the use of individual student planning which includes Individual Instruction Plans (IIP), student interviews and other planning tools.
- Collaborates with parents/guardians and educators to assist students with educational and career planning. Participates in school management teams and PTSA to advocate for students needs and provide guidance for school staff.

Accountability

- Conducts at minimum a yearly program audit to review the extent and quality of program implementation.
- Prepares and submits a variety of requested reports and data, to ensure fulfillment of established program requirements.
- Uses all available data, including academic grades, discipline referrals and attendance data, to identify students in need and to deliver services.
- Interprets tests, student data and other assessment results appropriately within the counseling environment for the purpose of developing and implementing academic plans for individual students.

Desired Qualities

- **Commitment to Equity:** Passionate about closing the achievement gap and ensuring that every child, regardless of background or circumstance, receives an excellent education.
- **Leadership:** Coaches, mentors, and challenges others to excel despite obstacles and challenging situations.
- **Focus on Data-Driven Results:** Relentlessly pursues the improvement of central office performance and school leadership, instruction, and operations, and is driven by a desire to produce quantifiable student achievement gains.
- **Innovative Problem-Solving:** Approaches work with a sense of possibility and sees challenges as opportunities for creative problem solving; takes initiative to explore issues and find potential innovative solutions.
- **Adaptability:** Excels in constantly changing environments and adapts flexibly in shifting projects or priorities to meet the needs of a dynamic transformation effort; comfortable with ambiguity and non-routine situations.
- **Teamwork:** Increases the effectiveness of surrounding teams through collaboration, constant learning and supporting others; sensitive to diversity in all its forms; respects and is committed to learning from others



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- **Dependability:** Does whatever it takes to consistently deliver with high quality under tight deadlines; successfully manages own projects through strong organization, detailed workplans, and balancing of multiple priorities.
- **Communication and Customer Service Skills:** Communicates clearly and compellingly with diverse stakeholders in both oral and written forms; anticipates and responds to customer needs in a high-quality and courteous manner.

Qualifications

- Masters Degree from an accredited college or university in school guidance and counseling (preferred)
- Current or ability to attain an Arizona Teachers Certificate (preferred)
- Meets the Arizona Department of Education certification requirements for school guidance and will follow any identified deficiencies for renewal.
- Ability to use Synergy the school's student information system
- Familiarity with Family Education Rights and Privacy Act (FERPA), Arizona Revised Statutes, The ASCA National Model: A Framework for School Counseling Programs, ASCA National Standards, ASCA School Counselor Competencies and ASCA School Counselor Performance Standards.
- Ability to analyze data to inform work and decision making, analyze and evaluate available data, assess student needs and develop and implement procedures and policies to support student achievement.

Calendar: 158 days a year/counselor calendar

Salary: \$48,000-\$52,000