

# Elementary Guidance Counselor- Primary Responsibilities

- ☐ Provide social skills instruction to students in grades K-5 through monthly classroom guidance lessons (6 week sessions), small groups, and individual student meetings
- ☐ Increase career awareness (K-5) through the delivery of classroom lessons aligned to the PA Career Education and Work standards
- ☐ Verify and maintain all student records documenting student progress towards meeting the Future Ready PA Index Career Readiness Indicator requirements
- ☐ Participate in Instructional Support Team (IST), IEP, 504, SAP and coordinated services meetings
- ☐ Conference/consult with administrators and teachers daily regarding student progress and interventions
- ☐ Perform student classroom observations for data collection on students

# Elementary Guidance Counselor- Primary Responsibilities

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- ☐ Meet with students individually to identify and address family, academic, behavioral and/or social-emotional concerns that create barriers to student learning and/or personal growth
- ☐ Lead student mediation meetings to diffuse conflict between students to avoid escalation of conflict
- ☐ Triage and address mental health needs of students through student meetings, daily check in/check outs, communication with parents, referrals to school psychologists, and connecting students and parents to community resources
- ☐ Collaborate with outside agencies to provide resources and services for students based on needs
- ☐ Welcome new students and families to the district through the facilitation of new student/kindergarten orientation; facilitate student placements



# Elementary Guidance Counselor- Primary Responsibilities

- ☐ Collaborate with middle school staff to coordinate middle school transition activities
- ☐ Organize and deliver timely and relevant programming to parents and teachers through parent events and teacher professional development workshop
- ☐ Implement Positive Behavioral Support Interventions in the building
- ☐ Serve on school-based leadership and improvement teams, district-level committees and maintain professional association memberships
- ☐ Participate on district level school counseling committees (i.e. K-12 Guidance Planning team, Bullying Prevention committee, etc.) to maintain a quality comprehensive school counseling program that proactively addresses student academic, personal/social and career development

# Guidance Counselor- Current Staffing

3397

566:1

485:1

FREE / PARENT  
LUNCH

~~FREE~~  
STUDENT

2970

3970

4070

2670

2270

2770

1970

School	Enrollment	Counselor
Alburtis	335	½ (shared w/ Jefferson)
Jefferson	293	½ (shared w/ Alburtis)
Lincoln	388	1
Macungie	506	1
Shoemaker	679	1
Wescosville	502	1
Willow Lane	694	1
Eyer	894	3
LMMS	1157	3
EHS	2764	9

# Elementary Guidance Counselor-Impact

- ❑ Provide daily guidance support at all seven elementary schools
- ❑ \$100,000 (recurring cost)