

Elizabeth Richardson

School Counselor, Grades 4 through 6

📞 (808) 555-2146

✉️ elizabeth.richardson@example.com

🌐 linkedin.com/example/elizabethrichardson

📍 Honolulu, HI 96818

STRENGTHS

- ♥️ **Student Advocacy**
When student concerns surfaced, connected observations, family input, and school supports into practical next steps.
- 👥 **Family Partnership**
Family conferences became clearer and calmer through strengths based communication, careful listening, and achievable follow up.
- 🗣️ **Group Counseling**
Built short term groups around peer conflict and regulation, giving students language they could use.
- 🎓 **Transition Guidance**
Prepared students for middle school by turning changing expectations into concrete planning and self advocacy habits.
- 🔒 **Confidential Practice**
Handled sensitive records and urgent concerns with sound judgment, helping colleagues trust counseling follow up.

SKILLS

School counseling
Grades 4 through 6
Individual counseling
Small group counseling
Classroom guidance
Social emotional learning
Student goal setting
Family communication
Student advocacy
Transition planning
Confidential records
Multidisciplinary support

SUMMARY

Elementary school counselor with six years supporting students in grades 4 through 6 across public school settings. Provides individual counseling, **small group counseling**, classroom guidance, academic planning, social emotional learning, behavior support, **transition preparation**, and student advocacy. Builds practical partnerships with teachers, administrators, families, and specialized staff so student concerns receive timely, coordinated attention. Uses developmentally appropriate conversations and activities to strengthen self management, peer relationships, school engagement, organization, and readiness for middle school. Maintains confidential counseling records, contributes thoughtful observations during multidisciplinary meetings, and responds carefully to urgent concerns through established school procedures. Holds a **Hawaii teaching license** as a school counselor and brings **culturally responsive communication**, sound professional judgment, and dependable service across a full academic year.

EXPERIENCE

School Counselor, Upper Elementary Services

Harbor View Academy 📅 August 2024 - Present 📍 Honolulu, HI

Lead counseling services for grades 4 through 6, supporting academic planning, social emotional growth, behavior needs, transition readiness, and coordinated student support. Partner with school personnel and families while protecting confidential records and responding to urgent concerns through established procedures.

- Guided grades 4 through 6 students through academic planning, **behavior support**, and **middle school readiness**.
- Facilitated small groups on peer conflict, self management, attendance, and **student goal setting**.
- Delivered **classroom guidance** covering decision making, communication, coping strategies, and digital citizenship.
- Coordinated support plans with teachers, administrators, families, and specialized staff through documented follow up.
- Maintained confidential counseling records and shared sensitive information according to school procedures.
- Assessed urgent student concerns and connected families with appropriate school resources.

Elementary School Counselor, Student Support

Island Learning Charter School 📅 July 2022 - July 2024 📍 Kaneohe, HI

Managed an elementary counseling caseload focused on academic pressure, friendship challenges, behavior concerns, school belonging, and transition needs. Used student and teacher feedback to shape groups, family conferences, grade level activities, and **multidisciplinary support** conversations.

- Managed counseling support for academic pressure, friendship challenges, behavior concerns, and school transitions.
- Created short term groups on emotional regulation, organization, conflict resolution, and school belonging.
- Partnered with teachers to translate classroom observations into practical counseling goals.
- Facilitated family conferences that clarified student strengths, concerns, supports, and achievable next steps.
- Prepared transition activities covering changing expectations, self advocacy, and middle school planning habits.
- Contributed concise counseling observations during multidisciplinary student support meetings while protecting confidentiality.

Student Support Counselor, Elementary Services

Leeward Community School 📅 August 2020 - June 2022 📍 Pearl City, HI

Delivered individual, small group, classroom, and referral based counseling under established school procedures. Expanded responsibility across two academic years by planning recurring groups, grade level guidance, family meetings, and coordinated strategies for engagement and

Culturally responsive
communication

Crisis response Behavior support

LANGUAGES

English Native

Japanese Intermediate

MY CAREER



● School Counselor, Upper
Elementary Services at Harbor
View Academy (2.2 Years)

● Elementary School
Counselor, Student Support at
Island Learning Charter School
(2 Years)

● Student Support Counselor,
Elementary Services at Leeward
Community School (1.8 Years)

● School Counseling Intern,
Elementary Placement at Oahu
Student Services Collaborative
(9 Months)

emotional regulation.

- Delivered individual, small group, classroom, and referral based counseling under school procedures.
- Used student conversations and teacher input to identify barriers affecting engagement and emotional regulation.
- Designed activities teaching emotion language, conflict resolution, help seeking, and manageable academic goals.
- Documented student contacts and follow up actions in confidential records for stakeholder continuity.
- Supported family and teacher meetings by organizing observations and translating goals into concrete strategies.
- Planned recurring groups and grade level guidance activities across two academic years.

School Counseling Intern, Elementary Placement

Oahu Student Services Collaborative 📅 August 2019 - May 2020 📍 Honolulu, HI

Completed supervised elementary counseling placement focused on rapport, ethics, developmental needs, family communication, referral procedures, and reflective practice. Applied graduate coursework through supervised groups, classroom lessons, case notes, and student support observations.

- Built student rapport through supervised conversations focused on developmental needs and school adjustment.
- Co facilitated groups addressing friendship skills, emotional awareness, study habits, and academic expectations.
- Prepared **classroom guidance** materials using discussion, scenarios, and student reflection.
- Observed support meetings and prepared case notes connecting concerns with counseling strategies and resources.
- Practiced **family communication** and referral procedures under licensed supervision.
- Applied graduate counseling coursework through reflective supervision and supervised school counseling activities.

PROJECTS

Grade 4 through 6 Transition Program 📅 2025

Created transition activities that helped upper elementary students prepare for changing expectations, self advocacy, organization, and middle school planning. Guidance connected student reflection with practical readiness habits.

Student Self Management Groups 📅 2023

Developed short term counseling groups addressing emotional regulation, peer conflict, organization, and school belonging through age appropriate activities and student feedback.

LEADERSHIP & AWARDS

- Recognized by school leadership for dependable counseling support across upper elementary student services.
- Selected by counseling colleagues to contribute practical guidance activities for student transition planning.
- Provided trusted leadership during multidisciplinary student support meetings and family conferences.

EDUCATION

Master of Education in School Counseling

Chaminade University of Honolulu 🎓 GPA: 4.0 📅 2020 📍 Honolulu, HI

Coursework: Counseling practice, developmental guidance, ethics, family communication

Bachelor of Arts in Psychology

University of Hawaii at Manoa 🎓 GPA: 4.0 📅 2018 📍 Honolulu, HI

Coursework: Child development, social psychology, learning theory, behavioral science

CERTIFICATIONS

- Hawaii Teaching License, School Counselor 📅 2020
- Master of Education in School Counseling 📅 2020

TECHNICAL SKILLS

- **Counseling Services:** Individual counseling, Small group counseling, Classroom guidance
- **Student Development:** Social emotional learning, Self management, Peer relationships
- **Academic Support:** Academic planning, Student goal setting, Organization skills
- **Transition Support:** Middle school readiness, Transition planning, Self advocacy
- **Behavior Support:** Behavior support, Conflict resolution, Emotional regulation
- **Student Records:** Confidential records, Case notes, Follow up documentation
- **Family Engagement:** Family conferences, Family communication, Caregiver collaboration
- **School Collaboration:** Teacher consultation, Administrator coordination, Multidisciplinary support
- **Student Safety:** Crisis response, Urgent concern assessment, Referral procedures
- **Professional Standards:** Hawaii teaching license, Hawaii Teacher Standards Board, School counseling ethics

PROFESSIONAL AFFILIATIONS

- School counseling collaboration with teachers, administrators, families, and specialized student support staff.
- Professional participation in elementary student advocacy, confidential record keeping, and culturally responsive communication.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST