

**RSU No. 5 Durham ~ Freeport ~ Pownal
Guidance/School Counselor Job Description**

QUALIFICATIONS:

Master's degree in School Counseling
Holds a Maine Certificate 075- Guidance Counselor

REPORTS TO:

Building Principal/Assistant Principal

JOB OVERVIEW AND GOALS:

A school counselor is a trained, certified professional who works to ensure that all of our students develop the knowledge, skills, behaviors and attitudes to become successful individuals and citizens through the delivery of a comprehensive and developmentally appropriate program which addresses their academic, personal-social, and career guidance needs. A school counselor has the knowledge and skills needed to deliver appropriate services to students.

PERFORMANCE AREAS:

1. Has a primary obligation to the student, who is to be treated with respect as a unique individual.
2. Is concerned with all students' educational, academic, and personal-social needs and encourages their maximum development. Follows American School Counselor Association guidelines. (ASCA)
3. Demonstrates knowledge of counseling theory and techniques, child development, school culture and needs.
4. Is knowledgeable of laws, regulations and policies relating to students and strives to protect and inform students regarding their rights.
5. Provides students with a comprehensive and developmentally appropriate school counseling program.
6. Makes referrals to school social workers and/or outside resources as needed. Appropriate referrals may necessitate informing both parents/guardians and students of applicable resources and making proper plans for transitions with minimal interruption of services.
7. Maintains and secures records necessary for rendering professional services to the student as required by laws, regulations, institutional procedures and confidentiality guidelines.
8. Adheres to all professional standards regarding selecting, administering and interpreting assessment measures.
9. Provides interpretation of the nature, purposes, results and potential impact of assessment/evaluation measures.
10. Helps develop appropriate plans based on individual student needs.
11. Consults and collaborates well with families and school staff to facilitate student's maximum development. Establishes and maintains professional relationships with faculty, staff, and administration.
12. Serves on relevant committees and attends staff meetings as required.
13. Improves his/her own professional skills and knowledge.
14. Adheres to the American School Counseling Association's ethical standards for school counselors.
15. Performs other duties as assigned by the building administrator and/or the Superintendent.

ADDITIONAL PERFORMANCE AREAS FOR HS

16. Provides academic advising to all students.
17. Coordinates State and district assessments.
18. Coordinates high school transition for 8th grade students.

19. Case manages 504 Plans and participates in all IEP meetings.
20. Assists with post-secondary planning; both career exploration and assistance with the college admissions process and applications.

Essential Functions: Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Sustain and complete with accuracy assigned seated clerical tasks.
8. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.

Legal and Ethical Duties:

1. Maintains confidentiality on student information.
2. Maintains confidentiality about all aspects of work, student performance, and written and oral records.
3. Demonstrates a respect for the legal and human rights of students.
4. Follows health and safety procedures established by the system.
5. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
6. Demonstrates loyalty, dependability, integrity, and other ethical standards.
7. Follows the chain of command for various administrative procedures or concerns.
8. Observes Board and school policy.
9. Meets and follows all State and Federal laws and regulations.

TERMS OF EMPLOYMENT:

Teacher contract. Salary and benefits to be established by the RSU No. 5 Board of Directors.

EVALUATION:

Evaluated annually by the Building Principal/Assistant Principal in accordance with Evaluation of Educators.

NOTE:

The above job description reflects the general requirements necessary to describe the principle functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee Name Printed: _____

Employee's Signature: _____ Date: _____