

Inter-Lakes School District

Job Description



Title: Guidance Director of School Counseling & Guidance	Date: November 17, 2025
Classification: Administrator	Terms of Employment: Full-time, 210 days, Exempt
Reports To: Superintendent of Schools	Supervises: Staff as assigned

QUALIFICATIONS:

1. A Master's degree in School Counseling or related program.
2. Appropriate educator license as required by the State of New Hampshire Department of Education or enrolled in a Program to obtain Principal licensure.
3. A minimum of three years of experience in the field of school counseling, with leadership experience and knowledge of school operations.
4. Such alternatives to the education and experience as specified by the Superintendent.

JOB OBJECTIVE:

The Director of School Counseling & Guidance serves as a member of the administrative team, providing leadership and organization for the members of the guidance department PK-12+. The director is responsible for coordinating a comprehensive guidance and counseling program that supports the mission and vision (Design Principles) of the Inter-Lakes School District. The director collaborates with all stakeholders (faculty, staff, students, parents/guardians and community members) to ensure the safety, wellbeing and academic success of students.

ESSENTIAL JOB FUNCTIONS*:

1. Model and promote the Professional Standards for Educational Leaders.
2. Serve as a member of the administrative team, providing leadership and organization for the members of the guidance department PK – 12+.
3. Responsible for coordination of a comprehensive guidance and counseling program that supports the mission of the Inter-Lakes School District.
5. Organize, administer, and coordinate guidance programming, including but not limited to:
 - Maintaining college and career planning library and resources within the school.
 - Creating, maintaining, and managing the guidance department budget.
 - Coordinating guidance activities with community agencies and other areas of the school district.
 - Coordinating parent-student programs.
6. Evaluate the effectiveness of the current implementation of the guidance program and make changes to the delivery of services as appropriate.
7. Plan and conduct, where appropriate, in-service training for guidance counselors, teachers, and other appropriate education professionals.
8. Develop and implement guidance policies and procedures, in coordination with school administration.
9. Manage a student guidance caseload, as assigned.
10. Monitor the student record system to ensure that approved information is kept current in student cumulative record folders.
11. Coordinates and manages ILMHS 504 plan responsibilities.
12. Coordinate and administer college board testing (AP, PSAT, SAT, ACT) for students in grades 9 – 12.
13. Manage the registration process and orientation program for new students in grades 7 – 12+.
14. Supervise the scheduling of students, review the development of the Master Schedule, collaborate on the grade reporting process. Supervise student records and protect their confidentiality. Analyze data related to student achievement and make programmatic recommendations to the administrative team, as appropriate.

15. Coordinate guidance curriculum for grades K – 12 that considers collaborative delivery with guidance counselors, teachers, and other appropriate education professionals.
16. Coordinate crisis support in conjunction with administration, guidance counselors, school resource officer, school outreach counselor, school nurse, and school psychologist.
17. Counsel students on a referral basis relative to educational and vocational objectives and personal and social problems.
18. Remain current on all state and national laws, rules, policies, and ethical guidelines that impact or relate to the area of school counseling.
19. Collaborate with building principal, curriculum coordinator, and educators to review and revise the program of studies annually.
20. Remain current on best practices by actively networking with professional organizations and professional development.
21. Facilitate and serve on school district committees as assigned.
22. Coordinate with the district's Critical Incident Response Team (CRIT) committee, including all training and preparedness for activation.
23. Attend school board meetings as assigned.
24. Supervise members of the 7-12 guidance department.
25. Support staff feedback through informal and formal supervision and evaluation.
26. Complete the Crowd Manager Course and maintain active certification.
27. Perform other duties as assigned by the Superintendent.

SKILLS

1. Requires strong leadership and management skills.
2. Ability to communicate effectively with students, staff and parents.
3. Ability to think critically and analyze data.
4. Ability to work with a variety of stakeholders and maintain positive working relationships.
5. Ability to analyze problems and find the best solution.

WORKING CONDITIONS:

Primary setting within a school building environment, but may include a variety of settings in and out of doors. Daily walking, sitting, standing, bending and lifting may be necessary. Travel to school district buildings and professional meetings as required.

The above statements are intended to describe the general nature and level of work assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

*** External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

