

Inter-Lakes School District Job Description



Title: School Outreach Counselor	Date Revised: May 6, 2026
Classification: Exempt	Terms of Employment:
Reports To: Guidance Director	Supervises: n/a

QUALIFICATIONS:

A minimum of 2-3 years' relevant experience as a School Social Worker, School Psychologist or School Counselor or Mental Health clinician strongly preferred. Master's Degree in Social Work, Counseling or other related degree. Hold NH certification School Counselor (NH 0040) and/or School Psychologist and/or Associate School Psychologist and/or School Social Worker.

JOB OBJECTIVE:

The job of the School Outreach Counselor was created for the purpose of providing a pivotal link among home, school, and community for at-risk families. The Counselor will provide both responsive and rehabilitative services for learners and their families, ultimately enabling learners to better access the curriculum and all aspects of school life. This professional interventionist works with the school's educational team, parents/adult caregivers, and community agencies to best orchestrate services and to take positive action steps for family and child.

ESSENTIAL JOB FUNCTIONS*:

1. Conduct outreach services to engage with families across the district.
2. Administer, interpret, and present Youth Risk Behavior Survey results to stakeholders.
3. Provide comprehensive support to families, including assistance with paperwork for services, facilitating transportation, conducting home visits, and addressing attendance concerns.
4. Serve as a Community Liaison, fostering relationships with local non-profit organizations, community services, and municipal agencies.
5. Manage Free & Reduced Lunch applications and associated data.
6. Collaborate effectively within School Student Support Teams.
7. Contribute as a member of the Critical Incident Response Team.
8. Act as a dedicated 504 Case Manager.
9. Fulfill the role of School Homeless Liaison, coordinating with the District Homeless Coordinator.
10. Deliver engaging classroom lessons on substance misuse prevention, youth suicide prevention, and student wellness.
11. Coordinate and facilitate trainings for student leaders on substance misuse prevention education, youth suicide prevention, and YRBS data interpretation and presentation.
12. Provide individual or group support to students in alignment with family involvement needs.
13. Support the Student Support Office with educational initiatives.
14. Assist in facilitating the transition of at-risk students from Elementary School to Middle School.
15. Develop and implement parent and community programming initiatives.

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.

OTHER:

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.**