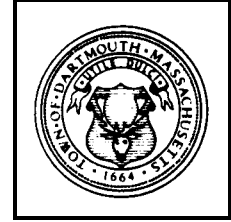


**Posting: 27-2-17**  
**Posted: May 13, 2026**  
**Re-Posting: June 4, 2026**



**Dartmouth Public Schools**  
**Dartmouth, Massachusetts**

NOTICE OF POSITION VACANCY

Dartmouth High School

**Guidance Counselor**

**Starting Date:** School Year 2026-2027 (As per contract)

**Requirements:** MA Certification as School Counselor (All Levels)

**Salary Scale:** \$58,813 through \$106,943

**Preferred Qualifications:** Preference will be given to candidates having:

- Prior experience teaching or counseling students of high school level age;
- Knowledge of the components of a standards-based guidance/counseling program for high schools; and
- See job description attached hereto.

Persons interested in this position should submit a letter of interest, resume and certification to:

Dr. June Saba-Maguire, Superintendent of Schools  
Dartmouth Public Schools  
8 Bush Street  
Dartmouth, MA 02748

or via email to Kate Genthner @ [kathleengenthner@dartmouthschools.org](mailto:kathleengenthner@dartmouthschools.org)

THIS POSTING WILL REMAIN ACTIVE UNTIL FILLED.

*The Dartmouth Public Schools is an affirmative action employer, ensuring that its programs and facilities are accessible to the public. We do not discriminate on the basis of race, creed, color, age, sex, gender identity, national origin, disability, homelessness, sexual orientation, pregnancy or pregnancy related condition.*

**DARTMOUTH PUBLIC SCHOOLS  
DARTMOUTH, MASSACHUSETTS**

**POSITION: High School Guidance Counselor**

**SUMMARY:** As members of the Guidance Department, counselors provide a comprehensive guidance program which meets the needs of their assigned students in grades 9-12. Counselors will promote and enhance the academic, personal, social, and career development of all students. Guidance counselors report to the Director of High School Counseling and Support Services and the High School Principal.

**RESPONSIBILITIES/DUTIES:**

1. Implement the high school guidance curriculum.
  - a. Conduct developmental guidance lessons in the classroom and in large groups.
  - b. Facilitate the integration of the guidance curriculum into the educational curricula.
  - c. Select topics and resources consistent with school identified objectives.
  - d. Conduct orientation activities for students new to the school.
  - e. Provide grade level transitional activities.
  - f. Provide Career exploration opportunities utilizing a variety of resources and technologies.
  - g. Assist students with developing a four-year educational plan.
  - h. Assist students with course selection which are challenging and appropriate for graduation requirements, career and post secondary plans.
  - i. Facilitate all aspects of post secondary application process.
  - j. Provide scholarship information.
  - k. Interpret standardized test results.
  - l. Assist administration with the school testing program.
2. Conduct structured, goal-oriented counseling sessions in response to identified needs of individuals and groups of students.
3. Consult with and serve as a resource for teachers, staff, and families regarding the developmental needs of students.
  - a. Facilitate and/or participate in conferences with teachers, students, and families.
  - b. Conduct in-service programs for faculty and staff.
  - c. Promote appropriate behavior with student, family, and staff interactions.
  - d. Maintain records to document interactions, interventions, and decisions.
4. Refer students and their families to community agencies, programs, or specialists as appropriate.
  - a. Maintain a comprehensive list of district and community resources.
  - b. Consult and coordinate with in-district and community agencies.

- c. Cooperate with school staff members for appropriate student placement, e.g., regular education, English Language Learners, special programs, and occupational opportunities.
  - d. Conduct or provide opportunities for family education programs.
- 5. Participate in the evaluation and revision of the school guidance program.
  - a. Conduct annual review of the Guidance program.
  - b. Plan the guidance program calendar.
  - c. Participate in developing a budget to support the guidance program.
- 6. Fulfill professional responsibilities.
  - a. Maintain confidentiality.
  - b. Maintain records consistent with ethical and legal guidelines.
  - c. Participate on the school-based crisis team.
  - d. Perform responsibilities in an organized, accurate, timely and dependable manner.
  - e. Operate within the established district and school procedures and policies.
  - f. Provide support for other school and district programs and personnel.
  - g. Attend district in-services and meetings.
  - h. Keep informed of current professional trends.
  - i. Pursue professional growth.
  - j. Utilizes computers effectively in the performance of assigned duties and responsibilities.
- 7. Other duties related to the delivery of college, career and social-emotional counseling as determined by the Director of High School Counseling and Support Services and the High School Principal.