Wilton-Lyndeborough Cooperative School District
School Administrative Unit # 63

Job Description

Position: School Counselor

Reports To: Principal

Qualifications:

1. Education
    a. Master's degree in Guidance and/or Counseling.
    b. Certifiable by the State of New Hampshire
2. Experience
    a. Ideal candidate will have 2-3 years of experience working in a K-6 environment as a guidance counselor.
3. Other Considerations and Requirements
    a. Ability to work as an effective member of a high-performing team.
    b. Maintains professional certification/s and industry knowledge.
    c. Excellent written and verbal communication skills. Ability to work with staff, students, parents, and administration in a collaborative and effective manner.
4. Maintains reliable transportation.

Physical Demands:

Background Check: The candidate will need to successfully pass a background investigation including fingerprint and criminal history evaluation.

General Duties & Responsibilities: To ensure that each student grows in the elementary school experience by facilitating student development in his/her personal, social, emotional, and academic needs in cooperation with other school personnel and/or external resources.

A. Essential Functions

1. Functions as a member of the Special Education Evaluation/Placement and Review Teams, as needed.

2. Coordinates the transition process of select students from elementary school to the next grade level in cooperation with other district specialists and administrators.

3. Maintains referral list of community agencies.

4. Provides short-term counseling for individual students, and groups of students, and consults with parents.

5. Consults with staff relative to students' special needs and suitable programs to meet those needs in cooperation with other specialists.

6. Serves as a resource person for appropriate materials for classroom use.

7. Assists staff and administration in curriculum areas, particularly social/emotional education.

8. Provides regular classroom guidance based on monthly themes and as needed.

9. Evaluates the guidance program.

10. Serves as a crisis responder.

11. Coordinates 504 meetings.

12. Serves as the SST Coordinator

B. Other Functions

1. Coordinates or conducts appropriate professional development programs in areas related to guidance and counseling.

2. Provides assessments of children with social/emotional difficulties in cooperation with other district specialists.

3. Prepares an annual guidance and counseling budget according to administrative procedures.

4. Serves as 504 Coordinator.

5. Other duties as assigned by the building principal.

Evaluation: Performance of duty responsibilities will be reviewed annually.