Wilton-Lyndeborough Cooperative School District
School Administrative Unit # 63

Job Description

Position: Elementary School Counselor

Reports To: Building Principal

Qualifications:

- Master's degree in Guidance and/or Counseling.
- Certifiable by the State of New Hampshire

Experience

- Ideal candidate will have 2-3 years of experience working in K-6 environment as a guidance counselor.

Physical Demands: NA

Background Check: Candidate will need to successfully pass a background investigation to include fingerprint and criminal history evaluation.

Job Goal:

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.

General Duties & Responsibilities:

Essential Functions

1. Functions as a member of the Special Education Evaluation/Placement and Review Teams.
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 counseling for individual students, groups of students, and/or 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 health and 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. Participates in 504 meetings.

Other Functions

This job description is not intended to be all-inclusive and employees may perform other tasks and assume other responsibilities as assigned by the supervisor.

1. Coordinates and directs district testing program(s) within his/her school.
2. Conducts parent information meetings on testing services within the school, both on individual and group tests; interprets the results of specific tests to parents and staff.
3. Coordinates or conducts appropriate professional development programs in areas related to guidance and counseling.
4. Provides assessments of children with social/emotional difficulties in cooperation with other district specialists.
5. Prepares an annual guidance and counseling budget according to administrative procedures.
6. Serves as 504 Coordinator.
7. Other duties as assigned by building principal.

Evaluation: Performance of duty responsibilities will be reviewed annually.