Inter-Lakes School District
Job Description

Title: School Counselor	**Date: October 30, 2026**
Classification: Inter-Lakes Education Association	**Terms of Employment: Reference ILEA Agreement**
Reports To: Building Principal, Director of School Counseling	**Supervises: n/a**

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 licensure.
3. Five years' experience as a counselor preferred.
4. Demonstrated experience directing student prevention and service programs.
5. Demonstrated verbal and written communication skills.
6. Any equivalent combination of experience, training, or education.

JOB OBJECTIVE:

Plans, directs and administers school guidance, counseling and student service/prevention programs. Works with district leadership, principal, and teachers providing training, support, and direction on the Inter-Lakes school counseling and student service/prevention programs. Ensures compliance with the Office of Civil Rights 504 Policy. Is flexible and can manage crisis events in a calm, rational manner to bring about appropriate closure of events.

ESSENTIAL JOB FUNCTIONS*:

1. Provides group and individual counseling and interventions, as necessary.
2. Consults with students, parents, teachers and other school and community agencies to support overall student success and safety.
3. Coordinates training, and provides direction and leadership on counseling, and student service/prevention programs.
4. Develops, plans and coordinates professional development, evaluation, orientation, training, and workshops to principal, teachers, and other staff.
5. Ensures school counseling program competencies are integrated with the core curriculum.
6. Develops and directs school counseling policies and initiatives.
7. Attends professional conferences at the state level, and other meetings representing the Inter Lakes School District.
8. Collaborates with the principal in the scheduling of students and staff.
9. Provides responsive support, crisis counseling and conducts safety assessments
10. Participates on the Critical Incident Response Team (CIRT).
11. Collaborates on bullying/harassment investigations and completes required incident reports.
12. Oversees and maintains court documentation shared with the school (e.g., parenting plans, custody/guardianship documentation)
13. Monitors attendance/tardies. Works with principal to implement interventions when needed
14. Coordinate and collaborate with contracted services regarding student behavioral needs and intervention plans
15. Collaborate and consult regularly with administration, teachers and families in an attempt to problem solve and support student needs
16. Participate in team meetings as needed e.g. middle-tier team, problem-solving team and IEP teams

17. Serves as a 504 case manager for a caseload of students.
18. Coordinate the high school transition process.
19. Review schoolwide data to inform programming, interventions, and student supports
20. Teaches school counseling lessons in classrooms grades K-12.
21. Review incoming student records and send records when students transfer
22. Refer students and families to appropriate summer camp opportunities
23. Implements a comprehensive guidance program that includes helping students develop skills in the areas of personal and social growth.
24. Provides a comprehensive curriculum that includes topics such as career choices, healthy lifestyle, making positive choices.
25. Any other duties as assigned by the supervisor.

SKILLS

Communicates. Comprehends. Develops, plans and evaluates programs and curriculum. Collaborates with staff to coordinate events. Reads. Performs functions from written and oral instructions and from observing and listening to others. Utilizes problem-solving techniques.

WORKING CONDITIONS:

Primary setting indoors within a school office and classroom environment. Outdoors - campus environment. Contact with employees, students, parents, and the public.

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.**