Inter-Lakes School District
Job Description

Title: School Counselor	**Date: November 16, 2026**
Classification: Inter-Lakes Education Association	**Terms of Employment: Reference ILEA Agreement**
Reports To: Building Principal, Director of School Counseling	**Supervises: n/a**

QUALIFICATIONS / SKILLS:

1. A Master's degree in School Counseling
2. Appropriate educator license as required by the State of New Hampshire Department of Education or enrolled in a Program to obtain licensure
3. Uphold ASCA ethical and professional standards
4. Demonstrated experience directing student prevention and service programs
5. Any equivalent combination of experience, training, or education
6. Strong communication skills
7. Strong collaboration and problem-solving skills

JOB OBJECTIVE:

Plans, directs and administers school 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.

ESSENTIAL JOB FUNCTIONS*:

1. Provides group and individual counseling 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/leadership on counseling or student service/prevention programs
4. Partners with educators, families, and other professionals through IEP, Section 504, and Student Study Teams to identify student needs and develop appropriate supports.
5. Facilitates school counseling lessons based on the ASCA Student Standards to address students' developmental needs and needs identified through data
6. Develops and directs school counseling procedures and initiatives
7. Attends professional conferences at the state level, and other meetings representing the Inter Lakes School District
8. Provides responsive support, crisis counseling and conducts safety assessments
9. Collaborates on bullying/harassment investigations and incident reports
10. Protects student records and information per state and federal regulations
11. Provides counseling to students who are frequently tardy or absent and works with the principal to implement interventions when needed
12. Collaborates with contracted services regarding student behavioral needs and intervention plans
13. Collaborates and consults regularly with administration, teachers and families in an attempt to problem solve and support student needs.
14. Coordinates and collaborates with administration on the transition process as students move to new grade levels
15. Reviews schoolwide data to inform programming, interventions, and student supports
16. Reviews incoming student records and sends records when students transfer
17. Refers students and families to appropriate outside resources as needed
18. Any other duties as assigned by the supervisor

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.**