

Litchfield School District - SAU 27

POSITION TITLE: Guidance Counselor	
Job Description Approved By: <i>Litchfield School Board</i>	Date: <i>1/27/10</i>
General Purpose:	Utilizing leadership, advocacy and collaboration, school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students.
Reports to:	Director of Guidance/Principal
Supervises:	N/A

POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

A. Development and Management of a Comprehensive School Counseling Program

- Discusses the comprehensive school counseling program with the principal and assistant principal.
- Develops and maintains a written plan for effective delivery of the school counseling program based on the *Litchfield School District Comprehensive Developmental School Guidance and Counseling Program* and individual school data.
- Communicates the goals of the comprehensive school counseling program to education stakeholders.
- Maintains current and appropriate resources for education stakeholders.
- Uses majority of time providing direct services through the Guidance Curriculum, Individual Student Planning and Preventive/Responsive Services and most remaining time in program management, system support and accountability.

B. Delivery of a Comprehensive School Counseling Program

Guidance Curriculum

- Provides leadership and collaborates with other educators in the school-wide integration of the State Guidance Curriculum Standard Course of Study.
- Implements developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.
- Organizes the counseling program by assessing needs, setting goals, and formulating a plan of action and program evaluation.

Individual Student Planning

- Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals and plans.
- Accurately and appropriately interprets and utilizes student data.
- Plans transitions for students, as appropriate, and assists with recommendations for futures' planning.
- Uses appropriate counseling processes and techniques for individual or groups sessions to meet the development, preventative and remedial needs of the students.

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Preventative and Responsive Services

- Provides individual and group counseling to students with identified concerns and needs.
- Consults and collaborates effectively with parents/guardians, teachers, administrators and other educational and community resources regarding students with identified concerns and needs.
- Uses written communications to facilitate teacher referrals and teacher feedback.
- Accurately and appropriately uses assessment procedures for determining and structuring individual and group counseling services.
- Develops and monitors implementation of 504 Accommodation Plans for students.
- Monitors student academic performance, behavior and attendance records and assists with appropriate interventions.

System Support

- Provides appropriate information to staff related to the Comprehensive School Counseling Program.
- Assists teachers and staff with integration of guidance activities into the curriculum.
- Assists teachers, parents/guardians, and other stakeholders in interpreting and understanding district and statewide testing results.
- Participates in professional development activities to improve knowledge and skills.
- Uses available technology resources to enhance the school counseling program.
- Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.

C. Accountability

- Conducts a yearly program audit to review extent of program implementation.
- Collects and analyzes data to guide program direction and emphasis.
- Measures results of the school counseling program activities and shares results with administration and other stakeholders as appropriate.
- Keeps accurate records and maintains high level of professional integrity and confidentiality.

Evaluation: Evaluation will be based on ability and effectiveness in carrying out the responsibility as defined. Performance will be reviewed annually.

TERMS OF EMPLOYMENT: 187 days, or as determined.

MINIMUM QUALIFICATIONS:

Education and Experience: Master's degree

Necessary Knowledge, Skills and Abilities:

- Knowledge of human behavior theories and models of counseling and career development, and social and cultural diversity
- Skills in collaboration, consultation, and intervention
- Abilities in research and assessment and organizational

LICENSURE AND CERTIFICATION REQUIREMENTS:

- NH Certification in School Guidance Counselor
- Successfully completes required criminal background check and fingerprint process
- Proof of U.S. citizenship or legal resident status.

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PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Rarely required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Rarely required
7. Carry 26 to 50 lbs:	Not required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Occasionally required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Occasionally required
2. Handling:	Occasionally required
3. Torquing:	Not required
4. Fine Manipulation:	Not required
5. Controls and Equipment:	Computer, telephone, copy and FAX machine, 2-way radio, postage meter, calculator

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Occasionally required
2. Bending:	Occasionally required
3. Crawling:	Not required
4. Squatting:	Rarely required
5. Kneeling:	Rarely required
6. Crouching:	Rarely required
7. Climbing:	Not required
8. Balancing:	Rarely required

Work Surface(s):

Standard office desk and chair.

Carpeted and tile floors.

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During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>									<u>Total Hours</u>													
Sit	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8						
Stand	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8						
Walk	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8						

Work Performed: Inside: 100%
Outside: 0%

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not Required

Other Training, Skills and Experience Requirements:

Ability to work with staff, students, parents, and the community.

Summary of Occupational Exposures:

May be exposed to (N/A)

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

Applicants will be subjected to a criminal background check required by state law.