

Position Description

School Counselor (Elementary K-6)

QUALIFICATIONS:

A. Education

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

B. Experience

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

C. Other Considerations and Requirements

- Ability to work as an effective member of a high performing team.
- Maintains professional certification/s and industry knowledge.
- Excellent written and verbal communication skills. Ability to work with staff, students, parents and administration in a collaborative and effective manner.
- Maintains reliable transportation.

REPORTS TO:

Building Principal

SUPERVISES:

Not Applicable

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.

PERFORMANCE RESPONSIBILITIES:

A. 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.

B. Other Functions

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.

TERMS OF EMPLOYMENT:

Days contracted as per the Master Agreement

EVALUATION:

In accordance with district procedures.

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

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:	Occasionally 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:	Not required

Hand Manipulation:

1. Grasping:	Occasionally required
2. Handling:	Occasionally required
3. Torquing:	Not required
4. Fingering	Occasionally required
5. Controls and Equipment:	Computer, telephone, copy and FAX machine

Other Physical Consideration:

1. Twisting:	Rarely required
2. Bending:	Occasionally required
3. Crawling:	Rarely required
4. Squatting:	Rarely required
5. Kneeling:	Rarely required
6. Crouching:	Occasionally required
7. Climbing:	Rarely required
8. Balancing:	Rarely required

Work Surface (s):

Standard office/school desk/tables and chair. Varies from carpeting, linoleum to tile.

During the Work Day, Employee is Required to:

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

Cognitive and Sensory Requirement(s):

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

Specific Vocational Preparation Requirements:

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|---|--------------|
| 1. Short demonstration only | _____ |
| 2. Any beyond short demonstration up to and including 30 days | _____ |
| 3. 30-90 days | _____ |
| 4. 91-180 days | _____ |
| 5. 181 days to 1 year | _____ |
| 6. 1 to 2 years | _____ |
| 7. 2 to 4 years | <u> X </u> |
| 8. 4 to 10 years | _____ |
| 9. Over 10 years | _____ |

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner.

Other: Employee is typically able to sit and stand as needed.