

**BARNSTEAD SCHOOL DISTRICT**  
**Elementary Counselor**

**TITLE:** Elementary Counselor (6-8)

**QUALIFICATIONS:**

- Master's Degree in Counseling or Equivalent
- NH Certification in Public School Counseling
- Experience in Public Schools preferred

**REPORTS TO:** Director of Pupil Services

**EVALUATION:** Annual performance evaluation by Principal/Director of Pupil Services

**PERFORMANCE RESPONSIBILITIES:**

- Performs individual and group counseling with students of need to help solve personal, social or emotional problems related to their educational and social progress.
- Gathers information from parents and teachers that will be useful in determining how best to meet the needs of the student relative to improving attendance and making the school experience more meaningful.
- Assists in developing ways of involving parents to help students succeed. Provides a guidance curriculum for 6, 7, and 8<sup>th</sup> grades and works within the classroom on a varying but consistent schedule.
- Works with and tracks students who are academically unmotivated and/or performing poorly.
- Consults and collaborates with other school personnel in gathering and giving information regarding behavioral, emotional and social issues.
- Supervises the referral of students to, and serves as a liaison with outside agencies as appropriate (e.g. Community Mental Health, Division of Youth and Child Services).
- Serves as a resource in management of students in emotional crisis.
- Keeps complete, up-to-date and accurate records as required by law, policy and administrative regulation.
- Writes appropriate I.E.P. goals for counseling with case managers for special education students.
- Attends team meetings and parent conferences when requested.
- Works with high school guidance department to help facilitate 8<sup>th</sup> grade transition and assists with arranging all high school visits.
- Any other responsibilities that may be directed by your supervisor.
- 504 coordinator for grades 6-8.
- Assists in scheduling and placement process for grades 6-8.
- Participation in administrative meetings and various committees as needed.
- Assist with news student registration and withdrawal process.
- Universal and targeted team member.
- NECAP testing coordinator.
- Title IV grant manager

- Grade 8 end of year activities and ceremony.
- Summer school coordinator.

(Adopted: 07/17/96)