

**BARNSTEAD SCHOOL DISTRICT  
Elementary Counselor**

**TITLE:** Elementary Counselor (PreK-Grade 5)

**QUALIFICATIONS:**

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

**REPORTS TO:** Principal

**EVALUATION:** Annual performance evaluation by Principal

**PERFORMANCE RESPONSIBILITIES:**

- Performs individual and group counseling for students to help solve personal, social, and emotional problems related to their educational and social progress.
- Assists in developing ways of involving parents in the affairs of the school.
- Conducts classroom activities for working on self-esteem, friendship, and behavioral issues.
- Is the homeless liaison for the school district.
- Organizes kindergarten registration and orientation.
- Coordinates and administers the NECAP and NAEP testing for the school.
- Is an active member of the PBIS Universal team and takes an active roll in all Target Team meetings.
- Attends all leadership meetings.
- Manages all 504's for students in PreK – Grade 5.
- Helps supervise lunchroom duties.
- Attends parent-teacher conferences when requested.
- Is an active member of the Safety Committee.
- Supervises fire drill operations for the primary wing of the school.

(First Reading: 05/12/09)

(Second Reading: 05/26/09)

(Approved: 05/26/09)