

**BARNSTEAD SCHOOL DISTRICT  
Elementary Counselor**

**TITLE:** Guidance Counselor (PreK-4 and 5-8)

**QUALIFICATIONS:**

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

**REPORTS TO:** Principal/Director of Student Services

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

The ultimate goal of the comprehensive school guidance and counseling program is to assist all students to benefit from their educational opportunities. This enables them to become fully functioning adults who have developed their talents and abilities and are able to demonstrate them for themselves and for their society. There are multiple components/responsibilities in a comprehensive school guidance and counseling program.

**PERFORMANCE RESPONSIBILITIES:**

- Performs individual and group counseling with students as required to support student readiness to learn by addressing barriers or issues related to their educational and social progress, including:
  - General and school-related social skills and expectations;
  - Academic learning skills;
  - Self-efficacy as a learner; and
  - Career and life goals.
- Helps coordinate actions and communicate information among students, parents, teachers/staff and administration as appropriate to solve problems and support at risk learners, including:
  - Addressing attendance issues/concerns;
  - Supervising/coordinating 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);
  - Coordinating/managing 504 plans for students in their grade-span responsibility.
- Serves as a resource in management of, and response to, students in emotional crisis.
- Develops and delivers a classroom-based guidance curriculum to their grade-span student population on a varying but consistent schedule.
- Under the direction of Administration, coordinates and manages standardized assessments, including state and federally mandated programs, for their grade-span (as required).

- Consults and collaborates with other school personnel in gathering and giving information regarding behavioral, emotional and social issues.
- Writes appropriate I.E.P./504 goals for counseling services.
- Attends team meetings and parent conferences as required.
- Works with high school guidance department to help facilitate 8th grade transition and assists with arranging all high school visits (Grade 5-8).
- Assists in scheduling and placement process.
- Participation in administrative meetings, school committees and other tasks as assigned.
- Assist with news student registration and withdrawal process.
- Targeted team member.
- Keeps complete, up-to-date and accurate records as required by law, policy and administrative regulation.
- Other responsibilities as directed by the Principal.

(Second Read/Approved: 01/31/2018)

(First Read: 12/19/2017)