

Job Title: SCHOOL COUNSELOR- ELEMENTARY SCHOOL

Qualifications: Master's degree and valid NH Educators Certification in guidance. Teaching or guidance experience. Specific knowledge and expertise in areas of personality theory, counseling's theory/practice, individuals/group, theory/practices, care and vocational theory/practices, federal/state/local laws regarding school practices

Reports to: Principal

Job Goal: The objectives of the guidance program are outlined in the Hinsdale School District Guidance Curriculum. The Hinsdale School District guidance counselor will direct and assist in implementing a K-12 comprehensive developmental school counseling's and guidance program. This program will implement the ASCA national standards with regard to student's academic, career and personal/social development, and will also address many of the curriculum standards in the New Hampshire K-12 Career Development Curriculum Framework

Type of Position: 188 days **Wage:** Contract

Hours per week: Exempt

Responsibilities:

- Assists in developing comprehensive developmental school guidance and counseling plan that is based on student needs
- Develops activities, resources, and time lines to implement the goals and objectives of the comprehensive school guidance and counseling plan
- Involves school personnel in the decision-making process related to implementing a comprehensive guidance program.
- Conducts public awareness initiatives to highlight guidance and counseling program activities, services, and accomplishments
- Provides individual and group counseling for students to meet their remedial, preventative, and developmental needs.
- Assesses the progress of students in counseling and evaluates the overall effectiveness of the counseling interventions
- Demonstrates positive human relationships by showing respect for the worth and dignity of all students from all cultural and environmental backgrounds
- Shares appropriate information with school personnel, parents, and community agencies about the needs and concerns of students
- Networks with community agencies as needed
- Collaborates with classroom teachers to provide a classroom developmental guidance curriculum in the area of personal, social, educational, and career development
- Provides classroom guidance lessons that are developmentally appropriate
- Uses teaching and classroom management strategies that are conducive to learning
- Assesses the effectiveness of the classroom guidance curriculum
- Describes the nature of consultation services to faculty and parents
- Helps teachers and parents meet the specialized needs of students through mutual problem-solving techniques.
- Helps coordinate school-wide testing programs and disseminates results to parents and staff
- Serves as Chairperson for the Child Concern Team
- Assist with coordination of outreach programs. Examples: Reformer Christmas Stocking Program, Red-Ribbon Drug Awareness Week, the Elks Club Drug and Alcohol Poster Contest, the HES Cross-Age Tutoring Program.
- Maintains professional competencies through in-service educational activities and other professional growth opportunities
- Operates according to the ethical code of the school counseling profession
- Performs other duties as assigned by the building principal

EVALUATION: Performance of this job will be evaluated in accordance with Hinsdale Federation of Teacher's contract

PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):

PRIMARY PHYSICAL REQUIREMENTS

Lift up to 10 lbs: Frequently required
Lift up to 25 lbs: Occasionally
Lift 26 to 50 lbs: Rarely

OTHER PHYSICAL CONSIDERATIONS

Twisting: Occasionally
Bending: Occasionally
Crawling: Rarely

Lift over 50 lbs: Rarely

Squatting: Rarely

CARRY up to 10 lbs: Frequently required

Kneeling: Rarely

CARRY 11 to 25 lbs: Occasionally

Crouching: Rarely

CARRY 26 to 50 lbs: Rarely

Climbing: Rarely

CARRY over 50 lbs: Rarely

Balancing: Rarely

WORK SURFACES: (describe)

REACH above shoulder height: Occasionally

Composite desk

REACH at shoulder height: Frequently required

Carpet/tile floors

REACH below shoulder height: Frequently required

Computer keyboard/screen

PUSH/PULL: Occasionally

DURING AN EIGHT HOUR DAY,

HAND MANIPULATION

EMPLOYEE IS REQUIRED TO:

Consecutive hours	Total Hours
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Sit: 2	5
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Stand: 1	2
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Walk: 1	1
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Grasping: Occasionally

Handing: Frequently required

Torqueing: Occasionally

Fingering: Frequently required

Environment: Inside: 98% Outside: 2%

<p>Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)</p>

<p>The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>

COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Necessary for communicating with others.

Hearing: Necessary for receiving information and instructions.

Sight: Necessary to do job effectively and correctly.

Tasting & Smelling: Smelling required to detect noxious fumes and odors.

SUMMARY OF OCCUPATIONAL EXPOSURES:

Bacterial and viral infections carried by children

Cleaning products

Special Conditions of Employment

All employees must pass a criminal history background check

Employee signature _____ Date _____

Human Resources Representative Signature _____ Date _____

Approved by the Hinsdale School Board 05/13/15