

Job Title: SCHOOL COUNSELOR- MIDDLE HIGH 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: 198 days **Wage:** Contract

Hours per week: Exempt

Responsibilities:

- Collaborate with other school counselors for the purpose of developing, reviewing and maintaining the Comprehensive School Counseling Program
- Identify and develop activities and programs for the purpose of meeting the needs of students in each individual school.
- Provide individual and small group counseling for the purpose of meeting individual student needs
- Coordinate and/or deliver a developmental comprehensive guidance curriculum for purpose of supporting the academic, personal, social and career development of all students
- Collect, interpret and analyze student related data for the purpose of program development, individual student planning and career development
- Implement developmentally appropriate prevention programs and activities for the purpose of meeting students' needs and supporting school and district goals
- Act as a referral resource and consultant to teachers, families and community agencies for the purpose of enhancing students' success in school
- Collaborate with educators, parents and agencies to assist students with educational planning for the purpose of ensuring students' academic success
- Develop, coordinate and implement programs and activities for the purpose of assisting students in the successful transitions from school to school and/or other related programs (elementary to middle school, middle school to high school and high school to career, training, or educational programs)
- Provide information, feedback and recommendations to staff, parents, and/or students for the purpose of class placement, course selection and/or the meeting of graduation requirements
- Support and or provide activities and programs for the purpose of career awareness, exploration and preparation
- Participate in one or more of the following programs, committees, and/or organizations for the purpose of providing system supports:
 - Advisory committees at the district and/or school level
 - School improvement planning
 - School and/or district level critical incidents response team
- Participate in one or more of the following: NECAP Testing; NWEA; NAEP; Advanced Placement Testing; SBAC and PSAT Testing for the purposes of test coordination and/or support
- Serve in one or more of the following roles: 504 Coordinator, PLC member, Scholarship Coordinator; Special Education Team Member; Concern Student Team Member for the purpose of providing student support; and other duties as assigned
- Performs such other tasks as may be assigned by the 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
Lift over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently required
CARRY 11 to 25 lbs: Occasionally
CARRY 26 to 50 lbs: Rarely
CARRY over 50 lbs: Rarely

OTHER PHYSICAL CONSIDERATIONS

Twisting: Occasionally
Bending: Occasionally
Crawling: Rarely
Squatting: Rarely
Kneeling: Rarely
Crouching: Rarely
Climbing: Rarely
Balancing: Rarely

WORK SURFACES: (describe)

REACH above shoulder height: Occasionally
REACH at shoulder height: Frequently required
REACH below shoulder height: Frequently required
PUSH/PULL: Occasionally

Composite desk
Carpet/tile floors
Computer keyboard/screen

**DURING AN EIGHT HOUR DAY,
EMPLOYEE IS REQUIRED TO:**

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

HAND MANIPULATION

Grasping:	Occasionally
Handing:	Frequently required
Torqueing:	Occasionally
Fingering:	Frequently required

Environment: Inside: 98% Outside: 2%

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.)

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.

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 _____

Superintendent signature _____ Date _____

Approved by the Hinsdale School Board 05/13/15