

**Derry Cooperative School District
NH School Administrative Unit #10
18 South Main Street
Derry, New Hampshire 03038**

**EPS CODE: G C A
Elementary School
Guidance Counselor
DISTRICT CODE:**

JOB DESCRIPTION

Title: Elementary School Guidance Counselor

Qualifications: Guidance counselor certificate issued by the New Hampshire State Department of Education

Master's Degree with a concentration in school counseling

Alternatives to the above qualifications as the School Board finds acceptable

Classroom experience desirable

Reports To: Building Principal

Performance Responsibilities:

1. Counseling

Group Counseling

- To facilitate sessions in classrooms to address a variety of needs
- To help develop an attitude of tolerance and respect for self and other
- To encourage effective interpersonal and problem solving skills

Individual Counseling

- Meet with children on a one-to-one basis to understand the child's problems and needs
- Offering assistance to help the child meet the demands of school and life
- To provide strategies to deal with conflict and to reduce stress
- Be available for crisis intervention

2. Consultation

- With school staff members
- With parents
- Involvement with evaluators when appropriate

3. Professional Collaboration and Clinical Supervision

- Regularly scheduled meetings with counselors
- Collaborate with District support staff
- Regularly scheduled meetings with a District funded clinical psychologist
- Referrals to outside therapists when appropriate

- Collaboration with outside agencies and non-school providers when appropriate

4. Resource to School Staff and Parents

- Provide information on community resources
- Supply articles, books, videos, or other sources of media on mental health topics

5. Building Team Member

- Building Special Service
- IEP Team for handicapped students with social, emotional or behavioral needs
- Building crisis intervention team
- Building reporting team (DCYF)

6. Member of School Staff

- Performs various duties assigned by the building principal
- Serves on committees assigned by the building principal

**Terms of
Employment:**

Teaching contract year

Evaluations:

Performance of these responsibilities will be evaluated annually in accordance with the approved administrative procedure for staff evaluation.