

## **Role Description**

### **GUIDANCE COUNSELOR (Elementary)**

#### **QUALIFICATIONS:**

1. Master's Degree in Guidance and/or Counseling
2. Certifiable by the State of New Hampshire

#### **REPORTS TO:**

Building Principal

#### **SUPERVISES:**

Not applicable

#### **JOB GOAL:**

To ensure that each student derives maximum adjustment and growth in the elementary school experience through attention to his/her personal, social, emotional, and academic needs in cooperation with other school personnel.

#### **PERFORMANCE RESPONSIBILITIES:**

Except as specifically noted, the following functions are considered essential to this position:

1. Functions as a member of the Special Education Evaluation / Placement and Review Teams.
2. Cooperates with the special services personnel in developing educational plans for those students referred or assigned outside the school.
3. Coordinates and directs district testing programs within their unit.
4. Coordinates and plans preschool assessment programs for in-coming first graders.
5. Conducts parent information meetings on testing services within the school, both on individual and group tests; interprets the results of specific tests to parents and staff.
6. Coordinates the transition process of students from elementary to middle school in cooperation with other district specialists and administrators.
7. Maintains contact with community referral agencies.
8. Coordinates or conducts appropriate professional development programs in areas related to guidance and counseling as deemed appropriate through building assessment.
9. Provides diagnostic assessments of children with learning difficulties or emotional maladjustment in cooperation with other district specialists.
10. Provides counseling for individual students, groups of students, and/or parents.
11. Consults with staff relative to students' special needs and suitable programs to meet those needs in cooperation with other specialists.
12. Serves as a resource person for appropriate materials for classroom use.
13. Assists staff and administration in curriculum areas, particularly health and career education.
14. Evaluates the guidance program annually through varied assessment techniques.

15. Observes students within the classroom setting and in other school settings upon request.
16. Prepares an annual guidance and counseling budget according to administrative procedures.
17. Serves as 504 Coordinator

**UNIQUE RESPONSIBILITIES:**

The coordination of the Special Education Evaluation/Placement Team and report writing are shared with other personnel. See number 1 and 2 of “Duties and Responsibilities”.

**TERMS OF EMPLOYMENT:**

Days contracted as per the Master Agreement

**EVALUATION:**

In accordance with district procedures

**PHYSICAL ACTIVITY REQUIREMENTS**

**Primary Physical Requirements:**

- |                                  |                       |
|----------------------------------|-----------------------|
| 1. Lift up to 10 lbs.:           | Occasionally required |
| 2. Lift 11 to 25 lbs.:           | Occasionally required |
| 3. Lift 25 to 50 lbs.:           | Rarely required       |
| 4. Lift over 50 lbs.:            | Not required          |
| 5. Carry up to 10 lbs:           | Occasionally required |
| 6. Carry 11 to 25 lbs:           | Occasionally required |
| 7. Carry 26 to 50 lbs:           | Not required          |
| 8. Carry over 50 lbs:            | Not required          |
| 9. Reach above shoulder height:  | Occasionally required |
| 10. Reach at shoulder height:    | Occasionally required |
| 11. Reach below shoulder height: | Occasionally required |
| 12. Push/Pull:                   | Not required          |

**Hand Manipulation:**

- |                            |  |
|----------------------------|--|
| 1. Grasping:               | Occasionally required                      |
| 2. Handling:               | Occasionally required                      |
| 3. Torquing:               | Not required                               |
| 4. Fingering               | Occasionally required                      |
| 5. Controls and Equipment: | Computer, telephone, copy and FAX machines |

**Other Physical Consideration:**

- |               |                       |
|---------------|-----------------------|
| 1. Twisting:  | Not required          |
| 2. Bending:   | Occasionally required |
| 3. Crawling:  | Not required          |
| 4. Squatting: | Occasionally required |
| 5. Kneeling:  | Not required          |

- |               |                       |
|---------------|-----------------------|
| 6. Crouching: | Occasionally required |
| 7. Climbing:  | Not required          |
| 8. Balancing: | Not required          |

**Work Surface (s):**

Standard office desk and chair. Carpeted and tile floors.

**During the Work Day, Employee is Required to:**

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	<u>1</u> 2 3 4 5 6 7 8	1 2 <u>3</u> 4 5 6 7 8
Stand	1 2 3 4 <u>5</u> 6 7 8	1 <u>2</u> 3 4 5 6 7 8
Walk	<u>1</u> 2 3 4 5 6 7 8	1 2 <u>3</u> 4 5 6 7 8

**Cognitive and Sensory Requirement(s):**

- |                          |  |
|--------------------------|--|
| 1. Talking:              | Necessary for communicating with others.           |
| 2. Hearing:              | Necessary for receiving instructions and queries.  |
| 3. Sight:                | Necessary for doing job effectively and correctly. |
| 4. Tasting and Smelling: | Not required.                                      |

**Specific Vocational Preparation Requirements:**

- |   |       |
|---|-------|
| 1. Short demonstration only                                   | _____ |
| 2. Any beyond short demonstration up to and including 30 days | _____ |
| 3. 30-90 days   | _____ |
| 4. 91-180 days  | _____ |
| 5. 181 days to 1 year   | _____ |
| 6. 1 to 2 years   | _____ |
| 7. 2 to 4 years   | _____ |
| 8. 4 to 10 years  | _____ |
| 9. Over 10 years  | _____ |

**Other Training, Skills and Experience Requirements:**

Ability to work with staff, students and parents.

**Summary of Occupational Exposures:**

May be exposed to cleaning fluids and copier toner.

**Other Considerations and Requirements:**

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

