

HUDSON SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: School Counselor
POSITION STATUS: Salary Exempt
UNION (if applicable): AFSCME
LOCATION: Varies – Grades K-8
REPORTING TO: Director of School Counseling

JOB SUMMARY: The School Counselor provides a wide range of services and programs designed to meet the personal, social-emotional, career, and educational needs of students. The School Counselor addresses the needs of the entire student population by offering individual, small group and classroom guidance activities, organizing and implementing school-wide programs that emphasize character and citizenship, supervising testing programs, facilitating the process of transition to the middle and high school and functioning as the communication link throughout the school community. The School Counselor conducts a comprehensive guidance program that strives to meet the components of the NH State School Counseling Curriculum, American School Counseling Association, National Standards for School Counseling Programs, school district goals and the needs of the larger community.

RESPONSIBILITIES:

- Provides individual supportive counseling, determines the needs of the student population for group counseling and offers support groups to address identified needs.
- Coordinates short-term crisis intervention, makes referrals to outside area agencies when abuse and neglect is suspected, informs Administration of crisis situations, and collaborates with the School Nurse and School Resource Officer to address crisis interventions.
- Serves as the 504/ADA case management in the development, implementation and evaluation of 504 accommodation plans.
- Participates as necessary as a member of the I.D.E.A./Special education team in the evaluation of and planning for the needs of students who may be identified as having an educational disability.
- Serves as a member of the Student Support Team (SST) in the evaluation of and planning for the needs of regular education students.
- Implements classroom-based curriculum that appropriately addresses the age-learner characteristics of students.
- Helps students develop an understanding of career awareness as a lifelong process of forming basic values, attitudes and interests regarding their future world of work.
- Implements school-wide programs to enhance student's understanding of their role in maintaining a positive environment in a community of learners.
- Acts as a liaison and consultant for staff, students and parents and facilitates communication between school, home, community and area agencies.
- Identifies an at risk student and obtains factual information, makes an assessment of chronic behavioral, attendance or academic concerns and shares that information with the leadership team, behavior intervention specialist, school psychologists, and Special Education Department when appropriate.
- Assists in coordination of standardized school testing programs and communicates results to staff and parents.
- Participates in parent-teacher conferences upon request from staff or administration.
- Facilitates transition programs with counselors and administrators.
- Collaborates with the building safety team to provide for the safety of the student body and staff should a critical incident occur.
- Responsible for notifying the building Principal or designee in accordance with the attendance policy.
- Participates in committee work that is related to building and district goals
- Competently utilizes technology and maintains professional competence through participation in district-sponsored and self-selected professional development activities that address best practices for school counselors.
- Performs other guidance-related duties as requested by the building Principal and school administration in keeping with the National Standards for School Counselors.

Revised & Adopted: 12/8/25

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SUPERVISORY RESPONSIBILITIES:

- N/A Please refer to the responsibilities within the NH DOE Code of Code and Code of Ethics.

SKILLS/QUALIFICATIONS:

- Good oral and written communication skills, ability to work as a team member, well organized, positive personality, flexible, creative and a good problem solver.
- Successful completion of criminal history background check.

EDUCATION AND EXPERIENCE:

- Hold or be eligible for NH certification as a School Counselor.
- Master's Degree in School Counseling or related field.

PHYSICAL REQUIREMENTS:

- In a normal work-day, the employee may be required to combine standing, walking and sitting; continuously sit at desk, keyboard, etc. for several hours, lift/carry up to 15 pounds infrequently, bend frequently; squat, kneel, climb/balance, reach above shoulder level and lift from high/low positions occasionally.

***Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time, as it deems advisable.

I have read and understand this job description.

Signature:

Date:
