



Board of Education
61 ECHO LAKE ROAD
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TO: All District Staff

FROM: Alison Villanueva, Ph.D.
Superintendent of Schools

RE: ANNOUNCEMENT OF VACANCY (REPOST)

DATE: June 27, 2025

LTS-School Counselor

Position Title: Long Term Substitute School Counselor (REPOST)

Location: Watertown High School

Position Reports To: Director of Special Education and Pupil Personnel Services and/or Building Administrator

Job ID: #2351

Internal Close Date: August 6, 2025

External Close Date: August 20, 2025

Anticipated Start Date: September 15, 2025 through November 10, 2025 (anticipated)

Required Certifications & Qualifications

Current State of Connecticut Certificate #068 School Counselor

General Scope of Function

- Counsels students with academic and non-academic scenarios to equip them for a successful school experience suited for their present and future life.

Essential Skills, Knowledge Performance Abilities

- As a guidance/ school counselor to assigned students
- Works with students, parents and teachers to plan for transition to High School
- Counsels parents and students having academic as well as non-academic problems and/or questions
- Assists in correcting any conflicts that might occur in a student's schedule
- Reports that may affect success in school
- Assists with the school's testing program
- Assume delegated duties assigned by either the Director of Special Services or the Building Principal
- School counselors/Guidance are expected to have a strong understanding and experience dealing with crisis situations that may include, but not limited to: Student Mental Health/ Self-harm/ Shared Services with Mental Health providers in and outside of the school/ Family counseling/ behavioral counseling for both general and special education students, etc.
- School counselors will have a strong command of all policies related to student discipline; school climate and bullying; non-discrimination; sexual harassment; restorative practices; mckinney-vento, etc.
- Monitoring, reporting, and communicating student progress and performance
- Serving as an advocate, mentor and motivator for all students

- School counselors should have a deep understanding of student wellbeing and needs.

Additional Duties

- Performs all other duties that may be assigned by the Building Administrator(s).

Terms of Employment

- \$115 Substitute Rate per day for the first 10 consecutive days
- \$269.31 per day starting on the 11 day
- Potential for salary lane change in the 41st consecutive day upon proof of MA or MA-6th Year Degree

Work Schedule

- Monday - Friday
- Time: 7:30am - 2:40pm

All application materials must be submitted online, through Applitrack; should you have any difficulty in submitting your online application please contact (860)945-4813.

*District reserves the right to close the posting if a suitable candidate is found prior to the external closing date.