

Wachusett Regional School District

TEACHING STAFF

JOB DESCRIPTION

TITLE:

Guidance Counselor/School Adjustment Counselor

QUALIFICATIONS:

The Guidance Counselor shall possess a Bachelor's degree from an accredited college or university. The Counselor shall hold a valid Massachusetts teaching certificate with endorsement(s) in guidance at the appropriate level.

REPORTS TO:

Building Principal or Supervisor of Guidance

PERFORMANCE EVALUATION:

The Guidance Counselor shall be evaluated consistent with the evaluation procedure collectively bargained between the School Committee and the Wachusett Regional Education Association, Inc. (WREA).

REPRESENTATION STATUS:

Wachusett Regional Education Association, Inc.

JOB RESPONSIBILITIES:

The Guidance Counselor shall help students overcome problems that impede learning, and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment. In order to meet this responsibility, the Guidance Counselor shall:

1. Screen students with emotional needs and related academic needs;
2. Prescribe programs for school and home to meet identified needs while acting as liaison between home and school and coordinating special needs programming;

3. Interpret and implement prescriptions of evaluating team and serve in liaison capacity to the team;
4. Counsel individual students while serving as liaison between mental health centers and school, if necessary;
5. Coordinate administration of group and individual intelligence and achievement testing to include interpreting results;
6. Interpret learning disabilities tests;
7. Program students at the school level to which the counselor is assigned to the next level of schooling, while providing occupational information to students and establish a K-8 career orientation program;
8. Assist in the identification of students with superior academic ability and assist in providing enriching programs for such students;
9. Advise the Principal or designee on assignment of students to classes;
10. Assist the administration in implementing all policies and rules governing student life and conduct;
11. Assist the administration in implementing District goals and policies related to the educational and operational needs of the District;
12. Attend staff or team meetings and serve on staff committees as required;
13. Maintain and improve professional competence; and
14. Perform any other related task or duty at the direction of the building principal, supervisor of special education or designee.

SUPERVISES:

Children as assigned by the Building Principal

Updated on 08/07/02

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 08/07/02