

**FREMONT SCHOOL DISTRICT
POSITION DESCRIPTION**

POSITION TITLE: Guidance Counselor

JOB GOAL: To provide education, social guidance and counseling to students

QUALIFICATIONS: Certification/eligibility certificate from the NH Department of Education

REPORTS TO: Building principal

TERMS OF EMPLOYMENT: Determined by the Collective Bargaining agreement

PERFORMANCE RESPONSIBILITIES:

- Assist students to understand their own personal assets, liabilities and opportunities.
- Aid in the development of worthwhile personal objectives and in the development of a plan to achieve their goals.
- Consult with parents, teachers, administrators and community members to establish and maintain the best possible environment for learning and personal growth.
- Assist teachers with gathering information that will assist in the planning and conducting of classroom work and management of behavior.
- Provide information regarding community resources for students.
- Provide small group and individual counseling as appropriate for students.
- Develop, conduct and coordinate guidance and counseling activities.
- Participate as the team member in special education.
- Serve as the case manager for 504 students.
- Provide crisis interventions, information and referral.
- Assist in the students' transition process from grade level to grade level.
- Provide classroom instruction, implementing the Ellis School Guidance program.
- Coordinate the school assessment programs.
- Assist in the registration of students and class placement, both of new students and the annual development of class lists.
- Attend and participate in meetings and consultations.
- Serve as a resource for the parents and school staff.
- Provide administrative support in the absence of the principal.
- Respect confidentiality.
- Perform other duties as assigned by the principal.

DISCLAIMER:

This job description lists the general duties and is not intended to list every specific function required.