

# Nantucket Public Schools

## Job Description

**TITLE:** Guidance Counselor

**REPORTS TO:** Principal as primary evaluator

**TERMS OF EMPLOYMENT:** Follows Nantucket Teacher's Association Collective Bargaining Agreement dates and stipulations under School Contract year

**JOB SUMMARY:** School counselors work with students, school staff, families, and the community to provide a comprehensive student development and counseling program of student advocacy, preventative/intervention service, curriculum, and college and career direction. School counselors impart specific skills and learning opportunities in the areas of academic achievement, career, and some personal/social development.

### **QUALIFICATIONS:**

1. Master's degree (college and career counseling focus, preferred).
2. Massachusetts certification or the ability to be certified in Massachusetts.
3. Technology skills based on industry standards.
4. Such alternatives to the above qualifications as the school committee may find appropriate and acceptable.

### **DUTIES AND RESPONSIBILITIES:**

- Create comprehensive counseling programs that focus on student outcomes, specifically around three main areas: academic, career and personal/social development.
- Use individual assessment tools to evaluate students' abilities, interest and personality characteristics
- Meet with student to assist in goal setting and career planning (Essential tasks are helping students choose best strategies for formulating future goals and preparing for either further education or entry into the workforce).
- Use organizational assessments and tools to evaluate the schools counseling needs.
- Deliver school counseling curriculum in partnership with other professional educators in classroom and group activities.
- Meet with students individually, and also regularly hold small group sessions, workshops and occasionally present in school assemblies and to School Committee.
- Provide crises intervention to students when difficult situations occur at schools.
- Clear and concise communication skills, need to be flexible, compassionate, with good listening skills with the ability to support students and provide guidance while they evaluate their strengths, skills, abilities and needs.

## **ESSENTIAL FUNCTIONS:**

Developing, implementing and managing the delivery of student development curriculum that helps students acquire competencies in the following areas:

- I. Academic Development
  - The attitudes, knowledge and skills that contribute to effective learning in the school and across the life span,
  - Academic preparation to make transitions across the continuum and to choose from a wide variety of substantial post-secondary options by working with students, families, and colleagues,
  - An understanding of the relationship of academics to the world of work, and to life at home and in the school.
  
- II. Career Development:
  - Preparation to investigate the world of work in relationships to self and to make informed career decisions,
  - Strategies to achieve future career success and satisfaction,
  - An understanding of the relationship between personal qualities, education and training, and the world of work.
  
- III. Personal/Social Development
  - The attitudes, knowledge and interpersonal skills to understand and respect self and others,
  - Decision making, goal setting and appropriate planning,
  - Develop safety and survival skills,
  - Develop self-respect and responsibility,
  - Develop understanding of and respect for diversity.

## **OTHER RESPONSIBILITIES:**

Perform related work as required. (Note: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

## **ASSESSMENT:**

Performance of this job will be assessed annually in accordance with provisions of the School Committee's policy on assessment of instructional personnel.