



NASHOBA

Regional School District

8/21/2017

Vacancy 2017 - 2018 Academic Year

Position: Guidance Counselor

Department/Location: Nashoba Regional High School

Pay: In accordance with CBA scale for 185 days

Organizational Scope:

Reporting directly to the Building Principal and Department Head where applicable with indirect report to the Superintendent as the appointing authority.

Position Responsibilities:

- High School Guidance Counselor, provides personal, educational, career and vocational counseling in group and individual meetings.
- Helps each student develop an appropriate school program (academic, vocational, extracurricular) and schedule.
- Acclimates students to school services and facilities
- Monitors the progress of all assigned students.
- Provides students with information and assistance concerning career and college planning through individual counseling, group meetings, and a variety of special programs in a timely sequence.
- Provides information and access services (inside and outside the school setting) for students with an identified need.
- Helps students interpret test results and gain an understanding of their aptitudes and interests
- Serves in a liaison capacity with outside agencies.
- Works collaboratively and consults with parents, teachers, and administrators.
- Examines the effectiveness and appropriateness of student services and programs to determine the need for further evaluation or program modification.
- Registers and orients new students
- Works cooperatively with building administrators and curriculum directors to plan and implement effective student programs
- Monitors and maintains students' records in compliance with Massachusetts records laws
- Participates in programs, activities, and projects sponsored by the Guidance Department. Employs a variety of instructional techniques and instructional media.
- Implements by instruction and action the district's philosophy of education and instructional goals and objectives.

- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Assists the administration in implementing all policies and rules governing student life and conduct.
- Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so.
- Attends staff meetings and serves on staff committees as required.
- Other duties as assigned

Job Qualifications & Physical Demands:

Must be highly qualified by DESE licensure standards. Must have excellent communication and interpersonal skills and possess a high level of capability with technology.

Must be able to assist in the protection of students and school property, assist the principal in fire and other emergency drills as required by law and School Committee policy.

To Apply: Apply through SchoolSpring. See link to Schoolspring on the NRSD website: www.nrsd.net “Employment Opportunities”.

Applicants for employment are considered without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status.