

Mission: R.S.U. No. 67 strives to provide a safe, caring, supportive educational environment which empowers all individuals to fulfill their unique potential as lifelong learners and to become responsible, contributing citizens in an ever-changing global society.

R.S.U. No. 67
Chester, Lincoln, Mattawamkeag
Job Description

Title: Ella P. Burr School Guidance Counselor

Qualifications:

- Master's Degree, or equivalent, to include work in the principles/practices of K-12 guidance, testing, individual/group counseling dynamics, and child development
- Experience in endorsed area
- State of Maine Guidance Counselor Certification (075)

Reports to: Building Principal

Job Goal: To provide leadership and assistance in the development, implementation, and review of the RSU No. 67 comprehensive guidance program, as well as to help support the district's mission.

Responsibilities:

- Implement the elementary guidance program outlined in the RSU No. 67 Comprehensive Guidance Plan
- Work with administrators to ensure effective coordination of the guidance program
- Prepare a budget for the elementary guidance program
- Assist with screening of all new learners' initial entry to the elementary school and work with the principal and other teachers to ensure proper placement of learners in classes
- Assist with orientation for new/transfer learners to the school setting
- Assist with screening and assessments relative to learner placement recommendations (e.g., Title I, Special Services, Gifted & Talented Education, 504)
- Consult with parents, as needed, and make home contacts/visits, as appropriate
- Coordinate, take part in, and document Learner Assistant Team meetings designed to provide supports and interventions for learners who may be at risk academically, socially, or personally
- Serve as the school's 504 plan coordinator
- Attend scheduled IEP and 504 meetings, as requested, and follow through on all IEP and 504 determinations relevant to positions
- Serve as a resource to staff on working with learner problems
- Coordinate and act as a resource for learner referrals to support services
- Coordinate the administration of standardized testing, including the MEA's and other special tests, as needed
- Counsel individual learners on an "as needed" basis
- Serve as a member of the district committees and teams, as deemed appropriate by the principal
- Provide developmental guidance activities in all classrooms at least once per quarter

- Facilitate transition of Ella P. Burr learners to Mattanawcook Junior High School
- Observe confidentiality in the performance of duties
- Review, evaluate, and update the comprehensive Guidance Plan, EK-12, annually with district guidance counselors and meet, as needed, to monitor the implementation of the plan
- Be available for students and their families at least 4 days before the start of school
- Pursue continuous professional growth through affiliation with district/area guidance counselors and membership in professional counseling organizations
- Assist and perform other duties, as assigned or deemed necessary by the building principal

Work Schedule: School year, plus 5 days, according to the current teacher collective bargaining agreement

Evaluation: Evaluations will be completed annually by the building principal in accordance with RSU No. 67's policy on evaluation of teachers.

Adopted: August 5, 2015