

*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:** Mattanawcook Academy 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 high school guidance program outlined in the RSU No. 67 Comprehensive Guidance Plan;
- Work with administrators to ensure effective coordination of the guidance program;
- Serve as the school's 504 plan coordinator
- Help with the development of the master schedule and class groupings;
- Establish a yearly calendar of guidance-related activities;
- Prepare a budget for the high school guidance program;
- Assist with screening new learners' initial entry to the high school and work with the principal and other teachers to ensure proper placement of learners in classes;
- Work with Mattanawcook Junior High School guidance counselor, administrators, and teachers to coordinate and assist with 8<sup>th</sup> grade transition and enrollment into Mattanawcook Academy; This will include the development and coordination of an orientation program for all transitioning Mattanawcook Junior High School learners, new learners to the district, and parents;
- Schedule group and individual meetings with learners Grades 8-11 and all new learners to the district to initiate and finalize their course selections;
- Assist with screening and assessments relative to learner placement recommendations (e.g., 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 Assistance Team meetings designed to provide support and interventions for learners who may be at risk academically, socially, or personally;
- Attend scheduled IEP & 504 meetings, as requested, and follow through on all IEP & 504 determinations relevant to position;
- Serve as a resource to staff on working with learner problems;
- Coordinate and act as a resource for learner referrals to support services

- Coordinate administration of standardized testing of grades 9-12, including MEA's, PSAT's, SAT's, ASVAB's, Accuplacer, AP Testing, and Career & Interest Inventories
- Review learner assessment data to inform and guide decisions about class placement, needed supports/interventions, etc., in conjunction with the high school administration and appropriate staff;
- Interpret individual test/assessment results for learners, parent, and teachers, as needed;
- Review each learner's record at the end of each semester;
- Counsel individual learners on an "as needed" basis, and schedule group counseling and support groups, when needed and appropriate;
- Serve as a member of the district committees and teams, as deemed appropriate by the principal;
- Be available for college and career counseling on an ongoing basis;
- Administer and interpret a career interest inventory for all grade 10 learners;
- Develop and teach a unit on career exploration to all grade 10 learners;
- Work with all high school learners in developing and monitoring a four to five-year educational plan to meet their educational and career goals;
- Assist learners with post-secondary application process and provide access to information about available financial aid/scholarships, as well as facilitate a scholarship committee for the purpose of making decisions about scholarships to be awarded locally;
- Promote Upward Bound and support learners involved with Upward Bound;
- Organize and implement all college and military recruiting visitations and career/college days;
- Write recommendations for learners, as needed and/or requested;
- 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;
- Pursue continuous professional growth through affiliation with district/area guidance counselors and membership in professional counseling organizations; and
- Assist and perform other duties, as assigned or deemed necessary by the principal.

**Work Schedule:** School year, plus 10 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