Rangeley Lakes Regional School
Job Description

TITLE: Guidance Counselor

QUALIFICATIONS:
1. Appropriate State of Maine certification
2. Full professional licensure preferred

REPORTS TO: Principal and the Assistant Principal

RESPONSIBILITIES:
1. Provides counsel for students through academic/social/emotional challenges they face
2. Consults with teachers, administrators, support staff and parents regarding academic/social/emotional issues related to his/her assigned students. Also communicates with various community social service agencies as needed
3. Provides informational services to students and parents that will assist them in educational, vocational and personal decision making; including potential post-secondary options. (This includes organizing and facilitating evening information sessions for parents and students.)
4. Maintains and updates student records through the information management system
5. Collaborates in the integration of the school guidance services with other student support services
6. Collaborates with administration and faculty in the implementation of the various federal, state and local assessments
7. Collaborates with administration, faculty, students and parents in scheduling of classes
8. Participates in various building-based and school district committees
9. Remains current on the latest school counseling practices and theories
10. Writes and submits necessary and/or required reports regarding guidance services
11. Adheres to ethical standards, performance standards and program components of the Maine Comprehensive School Counseling Model K-12
12. Performs other duties as may reasonably be required

WORK YEAR: Teacher contract. Salary and benefits to be established by the School Committee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Rangeley Lakes Regional School's Committee Policy on Evaluation – Standards for Evaluation of Professional Staff.

Reviewed: 6.2.2021