**https://docs.google.com/a/canterburypublicschools.org/drawings/d/stt35D7vO2yDN55c2UD_gsA/image?w=624&h=3&rev=2&ac=1&parent=1Ny__NEwveWo42izGr_0lCHUWXmXbGm1WAop2JrKnSxg**

**TITLE:                        SCHOOL COUNSELOR**

**QUALIFICATIONS:**   Connecticut Certification with endorsements pertaining to grade level

**REPORTS TO:**          Building Principal

**SUPERVISES:**N/A

**PERFORMANCE RESPONSIBILITIES:**

* Provides guidance services to students who do not meet minimal social

    standards of conduct.

* Counsels students having personal or school related problems.
* Acts as a liaison between home and school.
* Assists classroom and special education teachers in implementing behavior

               modification programs.

* Communicates with Students who are experiencing personal or school related

               problems.

* Works with staff in assessing overall behavior patterns for early intervention.
* Maintains ongoing communications with parents of designated student.
* Increases the opportunity for discussion between teacher and students.
* Assists in the preparation of eighth grade students, including high school

    selection.

* Supervises Career Education Program for grades K-8.
* Assists in the registration and orientation of new students.
* CMT, SBAC
* Maintains student records and protects their confidentiality.
* Works to resolve students’ educational handicaps.
* Assists in organizing and administering all State tests.
* Works to discover and develop special abilities of students.
* Provides student information to other secondary schools and outside

    agencies.

* Guides students in their participation in school and community activities.
* Helps students evaluate career interests and choices.
* Works with students on an individual basis in the solution of personal

    problems and small group.

* Performs such other related tasks as the principal may assign.
* Classroom lessons-developmental guidance.
* Cass manages and facilitates 504 meetings
* Participates as a member of SAT process.
* Homeless Liaison
* Speaks with High School students/parents regarding change of  schools
* Performs other related duties as determined by the building principal

**TERMS OF EMPLOYMENT:**Work year to be established by the Board.  Salary as stipulated in the Canterbury Education Association Professional Agreement.

**EVALUATION:**This position is subject to the Staff Employee Evaluation process presently implemented in the Canterbury school district.

BOE Approval:   June  12, 2018

                                   Date