

Guidance Consultant Job Description

A. Qualifications

1. Ability to work effectively with students, school personnel, and parents.
2. Appropriate knowledge in the field of counseling.
3. Excellent communication, interpersonal, and organizational skills.
4. Knowledge of confidentiality expectations and legal requirements.

B. Responsibilities

1. Meet with the teacher each visit to review and discuss student and parent issues to be addressed.
2. Communicate via e-mail or telephone at any time as needed.
3. Consult with the teacher and facilitate a guidance-oriented activity involving all students.
4. Meet with students one-on-one during and/or after the school day as needed.
5. Meet with parents during and/or after the school day.
6. Meet with student(s) and parent(s) as desirable.
7. Submit a brief summation of meetings, excluding confidential information, to the Superintendent within 14 days of each visit.
8. Consult with the School Nurse, Special Education Coordinator, or other service providers as needed.
9. Participate in meetings for special needs students if desirable.
8. Provide crisis intervention consultation as needed.
9. Perform other tasks as may from time to time be assigned by the Superintendent or requested by the teacher.

C. Responsible to the Superintendent and School Committee

Visiting School Nurse Job Description

A. Qualification: Maine Department of Education Certified School Nurse

B. Responsibilities

1. Vision and hearing screening.
2. Scoliosis screening.
3. Provide screening equipment.
4. Review and maintain health records and follow up on immunization requirements.
5. Provide consultation regarding health issues.
6. Complete and submit forms to the Department of Education when required.
7. Communicate as needed with parents and all school personnel.

C. Responsible to the Superintendent and School Committee.

Adopted: 07/31/06 by J. Boegel, M. Chioffi, & J. Stevens