

5-8 Counselor

Student Support Services/Guidance Counselor

Minimum Requirements

- Minimum of a Bachelor's degree in Counseling, Social Work, or a similar human services field
- Highly qualified: school counseling degree or certification
- Preferred: Master's Degree in counseling or school psychology

Essential Function:

1. Provide comprehensive school counseling services to students in grades 5-8, supporting their academic, career, and social-emotional development.
2. Deliver individual and group counseling to address students' personal, social, behavioral, and emotional needs.
3. Assist students with academic planning, including course selection, goal setting, study skills, and interventions for at-risk students.
4. Facilitate college and career readiness activities, including career exploration, post-secondary planning, scholarship guidance, and college application support.
5. Conduct crisis intervention and risk assessments for students experiencing emotional distress, self-harm, abuse, or other urgent concerns.
6. Collaborate with teachers, administrators, and support staff to identify student needs and implement effective interventions and support plans.
7. Serve as a liaison between school, families, and community resources; make referrals to outside agencies when appropriate.
8. Develop and implement classroom guidance lessons on topics such as social skills, bullying prevention, mental health awareness, and character education.
9. Maintain accurate and confidential student records in compliance with FERPA and ethical standards.
10. Analyze student data (attendance, discipline, academic performance) to identify trends and inform counseling program goals and interventions.
11. Participate in student support teams, IEP/504 meetings, and multidisciplinary team meetings as needed.
12. Promote equity and inclusion by supporting the needs of diverse student populations, including multilingual learners, students with disabilities, and historically underserved groups.
13. Provide consultation and training to staff and parents on student development, mental health, and effective support strategies.
14. Fulfill all professional responsibilities, including attending staff meetings, professional development, and school events.

General Responsibilities

- Implement a comprehensive, data-driven school counseling program that addresses the academic, career, and social-emotional needs of all students.

- Provide direct counseling services to students through individual, small-group, and classroom guidance sessions.
- Support students' personal and social development by helping them build self-awareness, self-management, social skills, and responsible decision-making.
- Assist students in developing academic skills, setting educational goals, and creating plans for successful progression toward graduation and post-secondary opportunities.
- Promote college and career readiness by guiding students through career exploration, post-secondary planning, and application processes.
- Respond to student crises and urgent situations with appropriate intervention, support, and follow-up.
- Serve as a student advocate, ensuring equitable access to resources and opportunities for all students.
- Work collaboratively with the other school counselors to establish schedules, align practice, and further develop the counseling program.
- Work collaboratively with school administrators, teachers, support staff, families, and community partners to foster student success.
- Monitor student progress and use data to identify needs, evaluate program effectiveness, and inform decision-making.
- Facilitate communication between home, school, and community to support student well-being and achievement.
- Participate in school-wide initiatives aimed at improving school climate, student engagement, and overall student outcomes.
- Maintain accurate records and documentation in accordance with legal, ethical, and district requirements.
- Stay informed about current trends, research, and best practices in school counseling and student support services.

Professional Expectations

- Uphold the highest standards of professional ethics and integrity in accordance with the American School Counselor Association (ASCA) Ethical Standards and state counseling licensure requirements.
- Maintain strict confidentiality of student information in compliance with FERPA, HIPAA (when applicable), and district policies.
- Demonstrate cultural competence, equity-minded practices, and a commitment to serving the diverse needs of all students, including those from historically marginalized backgrounds.
- Exhibit professionalism in appearance, communication, and interactions with students, families, colleagues, and community partners.
- Collaborate effectively with teachers, administrators, parents, and external agencies to support student success.
- Engage in continuous professional growth by participating in relevant training, workshops, and staying current with best practices in school counseling.

- Manage time and priorities efficiently while balancing multiple responsibilities, including crisis response, scheduled counseling sessions, and program coordination.
- Communicate clearly, respectfully, and proactively with students, families, and staff, both verbally and in writing.
- Demonstrate flexibility and adaptability in a dynamic school environment, responding effectively to changing student needs and priorities.
- Serve as a positive role model and advocate for students' academic, social-emotional, and career development.
- Contribute to a positive school climate by promoting respect, inclusivity, and student well-being.
- Fulfill all reporting, documentation, and administrative requirements in a timely and accurate manner.
- Actively support and promote the mission, vision, and goals of the school.
- Serves on MTSS team, looks at data to set trends and create programs to close gaps in achievement.
- Contributes to the MTSS process by encouraging collaboration among students, parents, teachers, administrators, and other school staff to work toward student success.

Continuous Improvement

- Participates in high-quality professional development specific to the School Unified Improvement Plan and based upon the professional growth plan.
- Adapts professional practice based upon current evidence-based research findings and needs of the environment.
- Provides guidance on professional development activities for the school related to the counseling profession.
- Identifies and addresses systematic barriers to student success.
- Shares results of program audits with stakeholders and the MTSS team to elicit recommendations for change.

Compensation:

\$52,378.00-75,848.00 annually based on experience.

Employee Benefits: NVCS offers Health, vision, and dental coverage (*Including preventative healthcare benefits*), P.E.R.A. retirement, long-term disability insurance, paid time off (Annual Leave), and life insurance to employees.

[2026-27 Salary Matrix](#)

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