

Posting

**HOLYOKE PUBLIC SCHOOLS
HOLYOKE, MASSACHUSETTS
Mr. David Dupont, Superintendent of Schools**

POSTING# HTA201062

POSITION: GUIDANCE COUNSELOR

LOCATION: Peck School

REQUIREMENTS:

- Bachelor's Degree
- Massachusetts School Guidance, PreK-8 Certification

DUTIES:

1. Aids students in course and subject selection.
2. Obtains and disseminates occupational information to students and to classes studying occupations.
3. Assists students in evaluating their aptitudes and abilities through the interpretation of test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation.
4. Registers students new to the school and orients them to school procedures and opportunities for learning.
5. Works to prevent students from dropping out of school.
6. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
7. Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health and emotional adjustment.
8. Maintains student records and protects their confidentiality.
9. Makes recommendations to colleges for admissions and scholarships.
10. Confers with parents whenever necessary.
11. Other duties as assigned.

AVAILABLE: School Year 2010-2011

SALARY: According to HTA Contract

APPLICATION: To apply, log on to the Holyoke Public Schools web-based application system at: <http://holyoke.eduresumes.com/> Please upload your cover letter, resume, transcript(s), three (3) letters of recommendation, and certification files here to be considered as an applicant

CUT OFF-DATE: July 7, 2010/available until filled