

PLEASE POST

LYNN PUBLIC SCHOOLS  
100 Bennett Street  
Lynn, Massachusetts 01905

PLEASE POST

April 27, 2018

**TO: ALL INTERESTED APPLICANTS**

**RE: GUIDANCE COUNSELOR – PICKERING MIDDLE SCHOOL**

**QUALIFICATIONS:**

1. Bachelor's Degree from an accredited college.
2. Master's Degree from an accredited college in education.
3. Massachusetts certification as a teacher.
4. Massachusetts certification as a guidance counselor.
5. Minimum of five years of successful teaching experience at the secondary level.

All candidates are responsible for proof of qualifications which must be included with the letter of application.

**REPORTS TO:** Principal

**JOB GOAL:** To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

**PERFORMANCE RESPONSIBILITIES:**

1. Consult with parents, teachers, Principals, agencies and other entities in assisting students.
2. Be available for personal appointments after the close of the school day.
3. Admits students new to the school and orients them to school procedures and the varied opportunities for learning.
4. Aids students in course and subject selection.
5. Works with the Principal and staff to maintain confidentiality of student records.
6. Works to resolve students' educational handicaps.
7. Assists student in maximizing educational potential.
8. Assists in developing mentoring programs and arranging home class tutoring.
9. Informs students and faculty of relevant school and community activities.
10. Obtains and disseminates occupational information to students.
11. Works with students on an individual basis to resolve personal problems which impact on their educational progress.
12. Schedules meetings with parents, as needed, to discuss students educational progress and adjustment.
13. Discusses the goals and objectives of the guidance program with the community.
14. Assists in organizing in-service training in guidance for the educational staff.
15. Assists in the orientation of new faculty members.
16. Performs any other responsibilities as assigned by the Principal, within the job description.

**TERMS OF EMPLOYMENT:** 190 Days; As determined by contract.

**EVALUATION:** Performance will be evaluated by the Principal.

**SALARY:** \$82, 550.00

**BENEFITS:** Per agreement between the School Committee, City of Lynn, and the School Administrators Association.



Catherine C. Latham, Ed.D.  
Superintendent of Schools

CCL/crf

**APPLICATION PROCEDURES:**

Please direct a letter of application, including a statement granting permission for community staff review of credentials, a current resume, three letters of reference and documentation of education (transcripts) and experience to: **Barbara C. Rafuse, Director of Human Resources, Lynn Public Schools, 100 Bennett Street, Lynn, MA 01905**

THE CLOSING DATE FOR APPLICATIONS IS **NOON**  
**TUESDAY , MAY 29, 2018**

**LATE APPLICATIONS WILL NOT BE ACCEPTED.** It is the policy of the Lynn Public Schools not to discriminate on the basis of race, color, national origin, age, sex, gender identity, religion, sexual orientation, home status or disability in admission to, access to, treatment in, or employment in its programs and activities in compliance with Title VI and VII of Civil Rights Act of 1964, Title IX of the 1972 Education Amendments to the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and M.G.L., Ch. 76. Sec. 5, M.G.L., Ch. 151B, and M.G.L., Ch. 151C.

The Lynn School Department accepts all state and federal laws regarding the possession and/or use of illegal drugs as binding on its employees and, therefore, all employees are prohibited from possessing, using, or distributing illicit drugs or alcohol on premises or at any school-sponsored activity.