



Position: Guidance Counselor/504 Coordinator

Application Deadline: May 1, 2020 or Until Filled

Position Details: Full time. This position is for the 2020-21 school year. Guidance Counselor certification in NH is desired.

This position includes the following responsibilities and skill requirements:

- **Weekly 45-minute Guidance lessons for each class in grades K-8 (11 lessons per week in total)**
- **Coordinate 504 services, including eligibility and annual review meetings (caseload of about 12).**
- **Provide individual counseling and small group social skills services as indicated on student IEPs**
- **Have a working knowledge of the “Social Thinking” and “Zones of Regulation” programs and behavioral plans**
- **Assist administration with student discipline/management when it comes to emotional/mental health**

Competitive charter school contract complete with benefits package, IRA, Life Insurance, Short Term Disability, and paid time off. Candidate agrees to submit to a Criminal Background Records and Fingerprinting Check and a physical.

Complete applications should include: letter of interest, certified employment application (see below to download), resume, transcripts, and 3 letters of reference.

[Click here to download the certified employment application.](#)

Completed applications and required documents should be emailed to school Director Amy Bottomley at abottomley@macsnh.org

OR mailed along with other documents to:

**MACS - c/o HR
591 W. Hollis St
Nashua, NH 03062**