

**Hopkinton Public Schools**  
*An Equal Opportunity Employer*



**NOTICE OF VACANCY**

**Job Posting # 18-57**

**Opening Date: April 27, 2018**

**Closing Date: Open Until Filled**

**TITLE:** Elementary (Grades 2-3) Adjustment Counselor  
**TYPE OF POSITION:** Part-time (.5), 2018-2019 school year; salary commensurate with experience and education  
**LOCATION:** Elmwood School, Hopkinton, Massachusetts  
**AREA OF CONSIDERATION:** All qualified candidates

The **Adjustment Counselor** is responsible to monitor the social, emotional, and behavioral progress of the students, and provide prevention, intervention, and referral services for students with social, emotional and behavioral challenges, as needed. The Adjustment Counselor reports to the principal and the Director of Student Services.

**DUTIES**

*Duties include, but are not limited to:*

1. Monitor social/emotional/behavioral student progress with concrete documentation of students on caseload;
2. Participate in the LST, IEP and/or §504 process as needed;
3. Provide prevention, intervention and referral for students with social/emotional/behavioral challenges, and functional behavioral assessment (FBA) and behavior intervention plan (BIP), advocating for individual student needs, as necessary;
4. Provide family intervention, and consult and collaborate with students, families, and outside agencies, school programs and school staff;
5. Share responsibility for evaluation and implementation of functional behavioral assessments (FBA) and behavior intervention plans (BIP), as necessary;
6. Provide prevention and treatment of substance abuse, physical and sexual abuse and violence in students, through individual and group therapeutic counseling;
7. Interpret educational and medical evaluations and conduct home assessments and consultation;
8. Participate and assist with the transition of students from grade to grade, school to school and school to adult life;
9. Conduct, consult and collaborate for school activities that promote healthy pro-social skills and positive school culture;
10. Participate in the LST, IEP and/or §504 process, as needed;
11. Other duties as required.

## QUALIFICATIONS

*To be considered qualified for this position, candidates must have the following:*

1. Licensed, or eligible for licensure as a Social Worker or School Adjustment Counselor by the Massachusetts Department of Elementary & Secondary Education;
2. LICSW or LMHC strongly preferred;
3. Master's degree in Social Work or Counseling;
4. Strong interpersonal skills and the ability to communicate clearly and effectively, both orally and in writing, with children and adults;
5. Commitment to remain current in field knowledge, evaluation and counseling strategies;
6. Knowledge of community and state agencies and programs for children and families;
7. Such alternatives to the above qualifications as the Superintendent may find appropriate and in conformity with state licensure requirements.

## APPLICATION PROCEDURE

*To be considered for this vacancy, please reference Job Posting #18-57 and your last name (as, #18-57, Jones) in the subject line, and submit:*

1. Cover letter;
2. Resume, which should contain applicable license/certification information;
3. Transcripts; and
4. The contact information for three professional references.

Submit the above required information to: [hpsjobs@hopkinton.k12.ma.us](mailto:hpsjobs@hopkinton.k12.ma.us) **Please note:** this address is for application materials only. *E-mail is our preferred method of application, however, if you wish to apply by mail, please send the required items to:*

Human Resources (Job Vacancy #18-57)  
Hopkinton Public Schools  
89 Hayden Rowe  
Hopkinton, MA 01748

### **Incomplete submissions will not be considered.**

*The Hopkinton Public School System does not discriminate on the basis of race, color, religion, national origin, age, gender, gender identification, sexual orientation, genetic information, or disability in admission to, access to, employment in, or treatment in its programs and activities. The Hopkinton Public School district is an equal opportunity employer, committed to diversity in our workplace. The school system's educational philosophy and personnel goals, including the goal of equal employment opportunity, will be considered in filling all positions.*