



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA
Job Description

Title: METCO Counselor

Job Goal: In collaboration with educators, administrators and families, the METCO counselor supports the academic achievement and social-emotional growth of METCO students.

Performance Responsibilities:

- Meet individually with students to establish and monitor goals related to school performance, identify barriers to academic achievement, and develop strategies to promote success
- Support students' academic achievement and social-emotional development through case management and consultation with school counselors, educators, and administrators
- Meet with students individually and in small groups to assess their social-emotional health and, when needed, develop and execute interventions to address students' needs
- Attend all substantive meetings for students in the METCO Program (e.g., data team meetings, discussions related to the evaluation and/or IEP process, disciplinary and/or re-entry meetings, etc.)
- In collaboration with school counselors, assist students and families with course selection, monitoring level changes, adding/dropping classes, and post-secondary college and/or career planning
- Facilitate student access to resources and programming available to students within the Wellesley Public Schools and, when necessary, make referrals to outside agencies
- Partner with families to leverage their cultural knowledge and experiences
- Address logistical barriers related to the distance between students' home and school
- Enhance communication between schools and families by sharing information about school events, Wellesley METCO activities, community resources and student achievements
- Maintain and promote high academic and behavioral standards for METCO students
- Advocate for staff cultural responsiveness to honor METCO student experiences

Required Qualifications

- DESE certification as a School Counselor, School Psychologist, or School Social Worker/Adjustment Counselor
- Bachelor's degree in education, counseling, psychology, or a related field

- Demonstrated experience working with diverse student populations
- Strong cultural competency and communication skills
- Experience in academic counseling and social-emotional support

Preferred Qualifications

- Master's degree in education, counseling, psychology, or related field
- Experience with METCO or similar educational access programs
- Bilingual skills

Evaluated by: K-12 METCO Director

Work Year: Terms are in accordance with the WEA Unit A collective bargaining agreement.

Salary/Benefits: Salary and benefits are in accordance with the WEA Unit A collective bargaining agreement.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands or arms, climb or balance and stoop.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is required to have the cognitive ability and focus to manage multiple detailed tasks at once with frequent interruptions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an educational environment. Majority of the work is performed in a moderately noisy environment with frequent interruptions.

Non-Discrimination Statement:

Applicants for employment are considered without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status.

School Committee Approval Date: March 24, 2026