

ENGLEWOOD PUBLIC SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: SCHOOL COUNSELOR
(Certificated/10-months)

QUALIFICATIONS:

1. Valid New Jersey educational services certificate with School Counselor endorsement
2. Broad knowledge of testing and evaluation, theories of individual and group guidance techniques, elementary/ secondary school guidance program design and career educational information and placement
3. Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations
4. Such additional qualifications as the Board may find appropriate and acceptable

REPORTS TO: The School Counselor reports to the Director of Pupil Personnel Services and/or the Principal.

JOB GOAL: To assist students in making positive social, emotional and academic adjustments and to provide students with information about themselves in order to assist them in making realistic educational/occupational plans.

PERFORMANCE RESPONSIBILITIES:

The essential functions and elements of this position include, but, are not limited to, the following:

1. Assists students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores and other pertinent data.
2. Works with students in evolving educational and career plans in terms of such evaluations.
3. Works closely with teachers, administrators and other professional staff members, providing information and assistance where needed for the ultimate benefit of students.
4. Maintains a close relationship with the child study team following directives and recommendations, as needed.
5. Works closely with and involves parents in planning students' career plans, and assists in the resolution of school-related problems.
6. Works to prevent students from dropping out of school, and assists those that do in finding alternative educational programs and/or employment.
7. Conducts conferences with parents to help them better understand and assist with the educational, vocational, personal and social adjustment plans for their sons and daughters.

8. Maintains a professional office environment.
9. Assists in the evaluation of current curriculum offerings and in the planning, selection and implementation of new course offerings.
10. Makes effective use of community resources in developing and expanding guidance services and activities.
11. Provides for a smooth transition from elementary school to middle school to high school, which may include orientation programs for students and parents.
12. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
13. Provides information and prepares recommendations to colleges for admissions and scholarships, as well as, to potential employers and other agencies.
14. Assists students with selecting proper courses to meet requirements for graduation and for their special needs related to their career aims. Interprets new course offerings.
15. Assists students plan summer school programs.
16. Performs such other duties as may be assigned by the Director of Pupil Personnel Services and/or the Principal.

APPOINTMENT: Appointment shall be made by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee.

TERMS OF

EMPLOYMENT: Ten (10) month employee. Salary to be established by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee and according to collective negotiations agreement (if applicable).

EVALUATION: Performance of this position will be evaluated annually in accordance with the law and the provisions of the Board's policy on evaluation of certificated personnel and the administrative procedures on certificated staff evaluation.

BOE APPROVAL: February 13, 2020

RESOLUTION: 20-P-62

REVISED FROM: August 11, 2016, 17-P-16