



SCHOOL COUNSELOR

- Qualifications:**
1. Valid New Jersey Educational Services Certificate and School Counselor Endorsement or eligibility.
 2. Minimum experience as determined by the board; knowledge of computerized master schedule development desirable.
 3. Broad knowledge of testing and evaluation, theories of individual and group guidance techniques, elementary/secondary guidance program design and career educational information and placement.
 4. Demonstrate ability to communicate and work effectively with students, parents, staff and community groups and organizations.
 5. Required criminal history background check and proof of U. S. citizenship or legal resident alien status.
 6. Pass a physical examination in accordance with statute and board policy.

Reports To: Principal / School Counseling Services Director

Job Goal: To help students achieve personal fulfillment by providing them with guidance and counseling services to make successful personal, educational and occupational life plans.

Performance Responsibilities:

1. Assist students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores and other pertinent data. Work with students in evolving educational and career plans in terms of such evaluation.
2. Maintain student records and ensures their confidentiality.
3. Provide information and prepares recommendations to colleges for admissions and scholarships, as well as to potential employers and other agencies.
4. Work closely with teachers, administrators and other professional staff members, providing information and assistance where needed for the ultimate benefit of students.
5. Maintain a close relationship with the child study team following directives and recommendations as needed.

6. Work closely with and involves parents in planning students' career plans, and assists in the resolution of school-related problems.
7. Assist in the organization and administration of standardized test programs.
8. Register students new to the school, provides orientation and information relative to school procedures, curriculum and extracurricular opportunities.
9. Participate in follow-up studies of former students for the purpose of improving services and evaluating the effectiveness of the educational program being offered by the school.
10. Work to prevent students from dropping out of school, and assists those that do in finding alternative educational programs and/or employment.
11. Arrange for summer work and/or enrollment in summer school programs to make up noted deficiencies.
12. Maintain a professional office environment.
13. Assist in the evaluation of current curriculum offerings and in the planning, selection and implementation of new course offerings.
14. Make effective use of community resources in developing and expanding guidance services and activities.
15. Provide for a smooth transition from elementary school to high/middle school, which may include orientation programs for students and parents.
16. Maintain professional competence and continuous improvement through in-service education and other professional growth activities.
17. Perform other duties within the scope of his/her employment and certification as may be assigned.

Terms of Employment: Ten months per year. Salary to be determined by the Board of Education negotiation process.

Evaluation: Performance of these functions will be evaluated annually in accordance with state law, administrative code and provisions of the board's policy on the evaluation of certificated staff.

APPROVED: Board of Education