



JOB DESCRIPTION

I Title: School Counselor

II Qualifications:

- A. Valid New Jersey Educational Services Certificate and School Counselor Endorsement or eligibility
- B. Minimum experience as determined by the board; knowledge of computerized master schedule development desirable
- C. 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
- D. Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations
- E. Required criminal history check and proof of U.S. citizenship or legal resident alien status

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

III Reports to: Principal/Designated Administrator

IV Major Duties and Responsibilities:

- A. Assists students in evaluating their strengths and weaknesses through the use of teacher input, interpretation of individual standardized test scores, evaluations, and other pertinent data. Works with students in order to ensure appropriate program options aligned to their needs.
- B. Coordinates, prepares and facilitates recommendations for external admissions, when applicable.
- C. Works closely with teachers, administrators, other professional staff members, and parents, providing information and assistance where needed for the ultimate benefit of students.
- D. Demonstrates comprehensive and relevant knowledge of counseling theory and practice in daily activities.
- E. Counsels individual students and groups of students and/or parents regarding social, emotional, behavioral, and developmental needs.
- F. Work with students as needed to help resolve personal problems related to the home, family relations, health and emotional adjustment, peer relationships,

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coping strategies, understanding of the self and others, study skills, conflict resolution, online/social media behavior, decision-making, and academic challenges and pressure.

- G. Maintains a close relationship with the child study team in order to collaborate and support students based on specifications listed in the IEP.
- H. Lead in the planning and participate in meetings involving students evaluated through Intervention and Referral Services (I&RS) and 504 services.
- I. Provides orientation and information relative to school procedures, curriculum and extracurricular opportunities.
- J. Maintains professional availability for students and parents seeking support.
- K. Utilizes test, evaluation, and school data when working with students to help them monitor and adjust their academic ~~and social-career~~ progress.
- L. Facilitates administration and review of student surveys, and/or other qualitative and quantitative data points, aligned to social-emotional learning to determine program needs and revisions aligned to student deficits.
- M. Provides classroom lessons that focus on social and emotional needs. Serves on the crisis management team to support students with social, emotional, and behavioral needs and determine how to support the student.
- N. Makes effective use of community resources in developing and expanding guidance services and activities.
- O. Provides for a smooth transition from primary to elementary school to middle and high school, which may include orientation programs for students and parents.
- P. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
- Q. Performs other duties within the scope of his/her employment and certification as may be assigned by the Superintendent and his/her designee.

V Terms & Conditions of Employment: Compensation, benefits, workday and year as defined by the negotiated contract between the USRBOE and USREA.

VI Evaluation: Annual evaluation by supervisor as defined in the USREA – USRBOE contract, state law/code, and Board policy.