

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: 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, secondary school guidance program design and career educational information and placement.
4. Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations.
5. Required criminal history background check and proof of US citizenship or legal resident alien status.

REPORTS TO: Directly responsible to the Supervisor of School Counseling

POSITION GOAL:

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

ESSENTIAL JOB FUNCTIONS:

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. Works with students in evolving educational and career plans in terms of such evaluation.
2. Maintains student records and ensures their confidentiality as per state and federal regulations.
3. Provides information and prepares recommendations to colleges for admission and scholarships, as well as to potential employers and other agencies.
4. Works closely with teachers, administrators and other professional staff members, providing information and assistance where needed for the ultimate benefit of students.
5. Maintains a close relationship with the child study team following directives and recommendations as needed.

6. Works closely with and involves parents in planning students' career plans, and assists in the resolution of school-related problems.
7. Assists in the organization and administration of standardized test programs.
8. Registers students new to the school, provides orientation and information relative to school procedures, curriculum and extracurricular opportunities.
9. Participates 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. Works to prevent students from dropping out of school, and assists those that do in finding alternative educational programs and/or employment.
11. Arranges for summer work and/or enrollment in summer school programs to make up noted deficiencies.
12. Maintains a professional office environment.
13. Assists in the evaluation of current curriculum offerings and in the planning, selection and implementation of new course offerings.
14. Makes effective use of community resources in developing and expanding guidance services and activities.
15. Assist with and monitor students with I&RS and 504 accommodations. Serve as case managers for plans as necessary including ensuring all teaching staff are properly informed of necessary needs of each child.
16. Provides for a smooth transition from middle school to high school, which may include orientation programs for students and parents.
17. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
18. Provide counseling to students who are tardy or absent.
19. Provide counseling to students who have disciplinary problems.
20. Provide counseling to students as to appropriate school dress.
21. Provide initial counseling services to pupils regarding substance abuse and other behavioral or mental health issues.
22. Refer students and families to appropriate community resources for ongoing behavioral health treatment.
23. Collaborate with family members to address academic, behavioral, social, and mental health issues.
24. Performs other duties within the scope of his/her employment and certification as may be assigned.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

BOE APPROVED: 10/2/17
2nd Reading: 10/16/17