

SCHOOL COUNSELOR

Title: School Counselor

Reports to: Department Chairperson of Guidance, Building Principal and Supervisor of Student Services

Position Summary:

Qualifications:

1. New Jersey Certification as Guidance Counselor or School Counselor;
2. Experience with adolescents in an educational or clinical setting;
3. Strong oral and written communication skills.

Work Year: 12 months

Duties:

1. Assists students in planning programs of study to meet their individual needs, interests, and abilities.
2. Assists in identifying students with special needs and implementing programs in order to ensure success.
3. Initiates services of district specialists when necessary.
4. Counsels students and assists them to understand the school and its environment.
5. Counsels students and assists them to understand themselves in relation to others.
6. Counsels students and assists them to understand themselves in relation to educational and career opportunities and requirements.
7. Assembles and interprets information about students.
8. Maintains individual student records which identify interest, ability and achievement and other data.
9. Encourages teachers in the use of recorded information.
10. Conducts and participates in case conferences with teachers and parents.
11. Conducts conferences with parents to help them better understand the educational, vocational, personal and social adjustment of their children.
12. Provides input for curriculum planning.
13. Is knowledgeable about curricular offerings.
14. Provides information to promote public awareness of guidance services.
15. Conducts orientation programs.
16. Conducts educational and career programs.
17. Organizes and administers the school testing program.
18. Interprets test results to parents, students, and teachers.
19. Meets with teachers concerning student needs, programs, testing etc.
20. Disseminates materials of a career and educational nature to students, parents and staff.
21. Participates in in-service education for all personnel.
22. Provides articulation with counselors at other levels for transition and appropriate placement of students from school to school.
23. Maintains a collection of career awareness materials.

High School Specific:

1. Processes college applications.
2. Provides counseling for students dropping out of school.
3. Provides counseling for graduates.
4. Keeps informed about current developments in post graduate placements and careers.
5. Maintains a collection of college planning materials such as catalogs and directories.
6. Furnishes information about financial aid opportunities.
7. Meets with post-secondary representatives and visits post-secondary institutions to keep informed of current developments.
8. Participates in the organization and administration of the college testing programs and assists in interpreting test results to parents, students and teachers.
9. Disseminates materials of a career and educational nature for graduates.

Junior High School Specific:

1. Processes outgoing school applications and transfers (vocational, private school).
2. Provides counseling for students dropping out of school.
3. Preparation of high school transcripts.
4. Counsels students regarding the unique problems of adolescence.
5. Assists in the placement of pupils into specialized programs.

Middle School Specific:

1. Processes transfers.
2. Assists in the placement of pupils into specialized programs.
3. Assists teachers and administrators in planning programs of study to meet the individual needs, interests and abilities of students.
4. Provides classroom guidance activities in problem solving and decision making.
5. Orients parents to specialized school services.
6. Provides for identification of pupils to the child study team as needed.

Revised 10/10