



## ELEMENTARY SCHOOL GUIDANCE COUNSELOR

### Qualifications:

1. New Jersey Certification in Student Personnel Services
2. Master's Degree in Guidance or Psychology
3. Successful completion teaching experience
4. Appropriate counseling experience
5. Student Assistance Counselor Certification
6. Such other alternatives to the above qualifications that the Board may find appropriate and acceptable

**Reports to:** Building Principal/Supervisor of Guidance

**Job Goal:** In a systematic and professional manner, help students assimilate to the Elementary School environment and guide them towards academic success. The Elementary School Guidance Counselor will monitor students' academic progress and serve as an advocate in addressing students' needs.

### Duties and Responsibilities:

1. Be responsible for the students assigned by the Principal or designee in determining special needs and abilities of each student.
2. Register students to school and orient parents to school procedures and learning opportunities for their children.
3. Monitor the academic progress of pupils and conference with teachers and parents when a student is having difficulties.
4. Serve as the point of referral for other resources available to students who are having academic, social, emotional, psychological or home problems that are affecting their success at school.
5. Assist in the administration, data analysis, and remedial interventions carried out by the school district with state testing.
6. Monitor the implementation of student 504 plans.
7. Conference with parents/guardians for the purpose of interpreting test scores, discussing educational program, and student achievement needs.
8. Assist the administration with building master schedule.
9. Inform teaching staff of students' needs that affect their behavior and academic achievement.
10. Work with the Child Study Team, Intervention and Referral Services Team, Counseling and Intervention Team, Gifted and Talented, Basic Skills Staff, and other resources to make sure students' needs are being addressed.
11. Plan, coordinate, and participate with teachers in parents conferences.
12. Keep accurate student records of academic progress, test results, current interventions/accommodations, and communications with students, staff, parents, administration, and other school services.
13. Assist new students in adjusting to the Elementary School climate, procedures, and learning opportunities.

14. Assist in arranging for tutors, homebound instruction, summer reinforcement programs, and enrichment activities for students with academic needs.
15. Coordinate a student peer mediation program.
16. Maintain files containing information and documentation necessary for making promotion and retention decisions.
17. Participate in relevant in-service training programs.
18. Carry out all other duties relative to the position as assigned by the administration.

**Terms of Employment:** 10-Month Position (September 1<sup>st</sup> through June 30<sup>th</sup>)

**Salary:** Based on the Board-approved rate

**Evaluation:** Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**Adopted: June 9, 2008**

**Amended: October 16, 2018**