



GUIDANCE COUNSELOR

Qualifications:

1. As listed in the New Jersey State Regulations and Standards of Certification.
2. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

Reports To: Supervisor of Guidance

Job Goals: Counselors are expected to perform within the framework of the educational philosophy of the school. It is the basic purpose of the Guidance Department to help each individual to make the most of himself or herself and to develop a positive self concept. Counselors shall maintain themselves at the highest professional level with the students, faculty, administration, and community. They should strive to produce a progressive and moving department and at all times should regard themselves as specialists in their field.

Duties and Responsibilities:

1. Be responsible for the students assigned to him or her by the Supervisor of Guidance for discovering the special needs and abilities of each student.
2. Schedule new students to school and orient parents to school procedures and the varied opportunities for learning.
3. Initiate, assemble, maintain, and interpret accurate attendance, cumulative, activity, and uniform transcript records for assigned students. Maintain and protect confidentiality of such student records.
4. Assist in administration of any testing program being carried out by the school district.
5. Provide information by assisting students in making wise educational and vocational choices based on his or her needs and abilities.
6. Give information and advice on colleges, scholarships, and financial aid, and provide job information and job placement services.
7. Help develop and monitor the implementation of student 504 plans and I&RS plans.
8. Make themselves available to meet with parents or parent groups for the purpose of interpreting course selections, test scores, and functions of the Guidance Department.
9. Assist with the entire student scheduling process including assistance with building the master schedule as needed.
10. Assist in the referrals of students who are in need of special attention/evaluation by the Child Study Team.
11. Prepare class rank for students as requested.
12. Be available and accessible for students, parents, and teaches.
13. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator.

Terms of Employment: 10-Month Position (September 1st through June 30th)

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: January 12, 1998
Amended: April 27, 1998
Amended: August 13, 2001
Amended: April 5, 2004
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