

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

School Counselor

- QUALIFICATIONS:**
1. Valid New Jersey School Counselor certificate or eligibility.
 2. Master's Degree in guidance, psychology, social work, or a related field.

REPORTS TO: Building Administrator

JOB GOAL

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

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1. Counseling:
 - a. Assists students in evaluating their aptitudes and abilities through the use of teacher's comments, interpretation of individual standardized test scores and other pertinent data. Works with students in developing educational and career plans in terms of such evaluations.
 - b. Provides individual counseling sessions for students in dealing with their personal needs as they affect school performance, as well as their educational, career plans and character education.
 - c. Provides small and large group counseling sessions, regularly, to address students' personal, educational and individual career plans, character education and exposure to different careers.
 - d. Assists students in course selections and career plans.
 - e. Works to prevent students from dropping out of school, and assists those in need of additional support services.
 - f. Assists in making arrangements for enrollment in summer school programs to make up noted deficiencies.
 - g. Provides emergency support to students as needed during crises by contacting appropriate services, agencies, parents and/or guardians.
2. Staff Consultation
 - a. Works collaboratively with the Child Study Team, following directives and recommendations as needed.
 - b. Supports and serves on the Intervention and Referral Services Team and other appropriate groups.
 - c. Serves as a consultant to the faculty concerning matters related to guidance services.

PERFORMANCE RESPONSIBILITIES (continue):

- d. Confers with staff regarding students with problems and/or special needs.
 - e. Serves as a resource person for administration in matters relating to students and guidance services; provides thorough and timely reports, data, etc. as requested by administration.
3. Student and Parent Orientation
 - a. Assists students new to the school/district and in providing orientation information relative to school procedures, curriculum and extra-curricular opportunities.
 - b. Participates in planning and implementing programs which contribute to a smooth transition between grade levels, which may include orientation programs for students and parents.
 - c. Serves as a resource for information regarding the educational programs activities and services of the school.
4. Record Keeping
 - a. Maintains confidential access to cumulative records including standardized test scores for students in accordance with state and federal laws and regulations as well as district policy.
 - b. Provides information and prepares recommendations to explore different careers opportunities.
 - c. Maintains counseling record (i.e. summary log) regarding conferences or other sessions held with students.
 - d. Knowledge of SASI and computer operations involving Microsoft Office.
 - e. Input of data in the SASI system.
5. Assessment
 - a. Assists in the administration of state-mandated and school-designed assessment programs.
 - b. Reviews and interprets results of assessment programs for students and utilizes results for counseling purpose.
 - c. Contributes to the evaluation of current curriculum offerings.
 - d. Assists in developing and implementing an evaluation plan for the School Guidance and Counseling Services Program and in utilizing results to determine strengths and areas in need of improvement.
6. Professional Development
 - a. Maintains and enhances job-related skills and knowledge through professional reading and participation in appropriate workshops, conferences, meetings or other activities in accordance with district procedures.
 - b. Contributes to the professional development of district staff by providing information and assistance about the school guidance and counseling programs and the students it serves.

PERFORMANCE RESPONSIBILITIES (continue):

7. School and Community Relations
 - a. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/guardians when necessary and appropriate.
 - b. Utilizes the resources of the community in developing and enhancing guidance services and activities.
 - c. Cooperates and shares professionally with members of the staff.
 - d. Assists in communicating school and guidance and counseling service programs within the schools and the community.
 - e. Assists community agencies and resource people who deal with student needs.
8. Other Assigned Tasks
 - a. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERM OF EMPLOYMENT: Ten (10) months position

BARGAINING UNIT: TEA

SALARY: In accordance with TEA contract.

STATUS: Hourly Salaries
Exempt Non-Exempt

EVALUATION: In accordance with the TEA contract.

BOARD APPROVAL: _____

Board Approved
October 26, 2015