

SECTION TEACHING/EDUCATIONAL SERVICES PERSONNEL

AREA EDUCATIONAL SERVICES PERSONNEL

TITLE: School Counselor

QUALIFICATIONS:

1. New Jersey certification for Student Personnel Services.
2. Such additional qualifications as the Board of Education may deem appropriate.

REPORTING RESPONSIBILITY:

The School Counselor is directly responsible to the building principal(s), and through him/her to the Director of Student Personnel Services or designee.

JOB GOAL:

Working directly with the building Principal(s), in consultation with the Director of Student Personnel Services and aided by the members of the Department of Student Personnel Services, the School Counselor shall assist students by identifying and meeting their needs in the educational, career, vocational, and personal-social domains.

The School Counselor is the district staff member holding the primary responsibility at the high school level for consulting with the student and his/her parents/guardians regarding such areas as school requirements; course selection and scheduling; enrichment, vocational and career opportunities; and further education application requirements and procedures. At the elementary level the School Counselor is responsible for implementing a comprehensive developmental elementary counseling model. The counselor, in cooperation with the classroom teacher and parents/guardians, will identify the issues that affect students learning and achievement and develop appropriate responses.

TERMS OF EMPLOYMENT:

Ten-month contract consistent with the agreement negotiated with the applicable bargaining unit.

PERSONAL EVALUATION:

Based on the performance of responsibilities identified in this position description and the criteria and procedures of the applicable evaluation policy. See Policy 4118, Evaluation of Tenured Teaching Staff Members and 4119, Evaluation of Non-Tenured Teaching Staff Members.

PERFORMANCE RESPONSIBILITIES:

A more specific listing of the School Counselors' basic tasks are itemized in the following rules from the district Policy Manual:

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| Rule 6650.1-R | High School School Counselors: Basic Tasks |
| Rule 6650.2-R | School Counselors Grades 7 and 8: Basic Tasks |
| Rule 6650.3-R | School Counselors Grade 6: Basic Tasks |

Rule 6650.4-R School Counselors Grades 4 and 5: Basic Tasks
Rule 6650.5-R School Counselors Grades K-3: Basis Tasks

A. Responsibility to the Student

1. Shows concern for and assists in the planning of the students' educational, career, personal and social development.
2. Aids students in self-evaluation, self-understanding, and self-direction, enabling them to make decisions consistent with their immediate and long-range goals.
3. Encourages students to participate in appropriate school activities with a view toward increasing effectiveness in personal and social activities.
4. Assists students in the development of and awareness of the world of work and in the use of school and community resources.
5. Assists in student's adjustment to school and evaluates academic progress.
6. Makes referrals to appropriate resources whenever professional or role limitations curtail assistance.
7. Assists students in understanding their strengths, weaknesses, interests, values, potentials and limitations.

B. Responsibility to Parents/Guardians

1. Provides parents/guardians with accurate information about school policies and procedures, course offerings, educational and career opportunities, course or program requirements, and resources that will contribute to the continuing development of counselees.
2. Makes discreet and professional use of information shared during conferences.
3. Shares information with parents/guardians and interprets pertinent data about counselees' academic records and progress.
4. Assists the parent/guardian in forming realistic perceptions of the student's aptitudes, abilities, interests, and attitudes as related to educational and career planning, academic achievement, personal-social development, and total school progress.
5. Interprets the school's counseling program and services to the parent/guardian.

C. Responsibility to the Staff

1. Works with all members of the school staff by providing appropriate information, materials and consultation assistance in supporting teacher efforts to understand better the individuality of each pupil.
2. Contributes to curriculum development and cooperates with administrators and teachers in the refinement of methods for individualized learning.

3. Contributes to the development of a flexible curriculum to provide a meaningful education for each student.
4. Uses modern technology, techniques, and paraprofessional personnel to disseminate educational and career information.
5. Assists students in planning programs of educational and vocational training consistent with their goals.
6. Coordinates the use of available services beyond those the counselor can provide, by making appropriate referrals and by maintaining a cooperative working relationship with community specialists.
7. Serves the school's program of public relations by participating in community groups and by furnishing information regarding school counseling programs to the media.
8. Acts as a consultant to administrators, to teachers, and to significant others by sharing appropriate individual student data, identifying students with special needs, suggesting materials and procedures for a variety of group-guidance experiences, and participating in in-service training programs.
9. Facilitates student articulation between elementary school, middle school, high school and post-high school experience.
10. Accepts professional obligations related to school policies and programs.
11. Participates in the planning, development, and evaluation of the guidance program.

D. Responsibility Regarding the Community

The School Counselor has a professional responsibility to have accurate information about current community programs, including knowledge of such services as health clinics, volunteer programs, cooperative programs, and other community agency programs.

E. Responsibility to the Profession

1. Has an understanding of his or her own personal characteristics and their effects on counseling relationships and personal-social encounters.
2. Continues to develop professional competence and maintains an awareness of contemporary trends inside and outside the school community.
3. Fosters the development and improvement of the counseling profession by assisting with appropriate research and participating in professional association activities at the local, state, and national levels.
4. Discusses with related professional associates (counselors, teachers, child study team members, and administrators) practices that may be implemented to strengthen and improve standards or conditions of employment.

5. Prepares meaningful, objective, and succinct case reports for other professional personnel who are assisting students.
6. Discusses with other professionals situations related to their respective discipline in an effort to share unique understanding and to elicit recommendations to assist counselees further.
7. Enhances the image of counselors and of other related professionals by positive references in communicating with students, parents, and the community.
8. Maintains constant efforts to adhere to strict confidentiality of information concerning counselees and releases such information only with the signature of the counselee and/or parent or guardian.

F. Responsibility to Self

1. Maintains a strict adherence to the concept and practice of confidentiality and recognizes the right to share such information only with a signed release.
2. Is well informed on current theories, practices, developments and trends.
3. Uses time primarily for school and counseling and strives constantly to reduce the demands of clerical or administrative duties.
4. Becomes a professional individual and, in so doing, develops and maintains a well-rounded educational, social, and professional attitude.

G. General Professional Responsibilities

1. Demonstrates proficiency in the use of English by communicating with reasonable clarity, conciseness and precision in both speaking and writing.
2. Participates in solving classroom and school problems and seeks resolutions through appropriate channels.
3. Cooperates in the total school program by:
 - a. Sharing responsibility for care of materials, equipment, and facilities;
 - b. Sharing responsibility for students' behavior throughout the building;
 - c. Collaborates with colleagues to improve the effectiveness of the total school program;
 - d. Participating in school activities.
4. Cooperates in curriculum development and evaluation activities by participating in the planning and implementation of programs.
5. Establishes and follows an individual program of professional renewal in such areas as:
 - a. How children learn;
 - b. Current approaches to discipline;

- c. Alternative instructional strategies;
- d. Updated curriculum materials;
- e. Current theory and practice in his/her field.

H. Other Duties and Responsibilities

- 1. Performs other duties and responsibilities incidental to the office or as assigned by the building principal(s) or Executive Director of Student Personnel Services or their designee.

Position Description approved: 8/28/01