

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Guidance Counselor/College Career Counselor

II. PRIMARY FUNCTION

Working in conjunction with the Guidance Department, the College and Career Counselor will oversee freshman and senior transition in and out of high school, interact with college representatives and coordinate college visits with the students. In addition, the College and Career Counselor will assist students in navigating through Naviance, narrow college and career selections for the application process, provide one to one meetings with students and parents, and supervise field trips and visits in order to pursue career and college exploration.

III. REPORTS TO

Principal/Supervisor of Guidance

IV. QUALIFICATIONS

- Master's Degree in Guidance (Student Personnel Services) or other appropriate degree
- Some previous experience in counseling preferred
- Must hold certificate in NJ Student Personnel Services or School Counselor
- Experienced in Naviance and other software applications which can provide students, parents, and staff with a wide variety of college and career information and materials.
- Experience with the College admissions process and career training preferred.
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Collaborate with the school counselors to provide the most effective and up to date information to students, including but not limited to applications, financial aid, interviewing skills, training programs, military programs, apprenticeships, applications, etc.
- Collaborate with the Child Study Team and ESL teachers to support students with disabilities and language needs in preparing for college admissions and transition.
- Educate students and parents about colleges, the college admissions process, trends, procedures, and testing; advise and support classes of seniors and families as they go through the process; and helping students and families aspire realistically and choose wisely.
- Preparation of college and career information and instructional material for use by students, parents, and staff.
- Assist students in locating colleges and career education in order to make a more informed decision when applying to colleges.
- Assist with essays for seniors who are working on the application process by making appointments with them.
- Coordinate specialized programs related to college and career practices.
- Schedule visitations by representatives from nationwide colleges; organize, coordinate, and publicize career-related events and other opportunities for students to learn about higher education and vocational training and preparation.
- Meet with all college admissions representatives who visit our campus and facilitate meetings between college representatives and our students. The College Counselor also serves as a liaison with College admissions offices throughout the year.
- Visit colleges from around the country and then disseminate that information to all counselors in the department.
- Initiate and be available for requested parent conferences, when necessary, to help them better understand and assist in the educational and/or vocational process.

- Administer the College Counseling Office budget and purchasing, maintaining, and sharing information on colleges, college guides, scholarships, financial aid, and paying for college. Develop and maintain a current and comprehensive library of information on college planning, standardized testing, careers and career clusters, trends and requirements.
- Collect and disseminate information to students and their parents on summer opportunities and encourage and support students in making summer plans.
- Works with teachers, administration and counselors in the planning and delivery of programs, projects, and/or activities that focus on helping at-risk students acquire appropriate workplace readiness skills, attitudes, and behaviors needed for successful employment and continuing education.
- Be aware of issues and trends in college admission, higher education, testing, as well as keeping up-to-date about specific colleges and maintaining membership in professional organizations: the College Board, the National Association of College Admission Counselors, the New England Association of College Admission Counselors, and Snowline (a western New England independent school college counselor group).
- Maintain and disseminate information about standardized tests such as SAT, ACT, and TOEFL, help to administer AP tests.
- Performs such other duties as may be assigned by the Superintendent or designee

VI. TERMS OF EMPLOYMENT

In accordance with the provisions of the BOE/ETEA contract

Job Description/Section V GUIDANCE COUNSELOR/COLLEGE CAREER COUNSELOR

APPROVED: June 15, 2015