

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Guidance Counselor

II. PRIMARY FUNCTION

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

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
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Establishes constructive counseling relationships with students in their adjustment to elementary/middle/high school
- Provides professional services to all students in their areas of educational, vocational, social and personal planning
- Assists parents, teachers and administrators in their understanding of the individual student in order to produce a more effective adjustment for the student
- Assists in organizing school testing programs and interpreting results to students, parent and school personnel
- Counsels students with special needs and abilities and makes appropriate referrals to the child study team
- Provides information and prepares recommendations to colleges for admissions and scholarships, as well as to potential employers and other agencies (high school level)
- Works closely with and involves parents in planning students' career plans and assist in the resolution of school-related problems
- Maintains student records and ensure their confidentiality
- Participates in follow-up studies of former students for the purpose of improving services and evaluating overall education program
- Acts as a liaison among students, parents, teachers and administrators and works with all interested parties to aid students in reaching their full academic potential
- Engages in research and follow-up activities to improve the educational program
- 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

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Job Description/Section V GUIDANCE COUNSELOR

APPROVED: November 22, 2010