

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTION**

**I. TITLE**

High School Learning Communities Counselor/Guidance

**II. PRIMARY FUNCTION**

To counsel students who qualify for a Learning Community Cohort through the development of multi-disciplinary, academic programs and career/mentorship experiences

**III. REPORTS TO**

Principal/Supervisor of Guidance

**IV. QUALIFICATIONS**

- Master's Degree in Guidance (Student Personnel Services) or other appropriate degree
- Certificate in NJ Student Personnel Services or School Counselor
- Previous experience in counseling preferred
- Minimum of three (3) years' experience in teaching preferred
- Eligible for or working toward Structured Learning Experience (SLE) Certification
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

**V. MAJOR DUTIES AND RESPONSIBILITIES**

- Assist students to create and manage career plan
- Be part of a multi-disciplinary team to create Learning Communities
- Establish partnerships with local business groups; maintain public relations activities about the program for school, service community and business groups
- Develop a schedule for a cohort of high school students comprising a learning community
- Counsel and assist all students involved in the program concerning their total school program
- Conduct orientation programs emphasizing grade 9 students' adjustment to high school
- Assume responsibility for homeroom sections, including all related/required counseling services
- Establish constructive counseling relationships with students in their adjustment to high school
- Engage in research/follow-up activities to evaluate the 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 HS LCC-GUIDANCE

APPROVED: November 22, 2010