

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Head Guidance Counselor

II. PRIMARY FUNCTION

The Head Guidance Counselor is responsible for the planning, organizing and implementation of the total guidance program under the direction of the middle school principal

III. REPORTS TO

Principal

IV. QUALIFICATIONS

- Master's Degree in Guidance (Student Personnel Services) preferred
- Minimum of three (3) years' experience in guidance
- 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

- Organizes guidance and counseling activities within the department
- Recommends assigned area of responsibility for each counselor after consultation with each counselor
- Meets weekly with counseling staff to coordinate and evaluate the guidance program
- Assists in the preparation of the annual budget
- Submits an annual report to the building principal outlining the problems, progress and future plans of the guidance department
- Monitors and evaluates the current guidance program curriculum
- Assists counselors in providing guidance services to students
- Represents the guidance department in development of the master schedule
- Coordinates the guidance services between guidance department and other departments within the school and with other schools
- Compiles statistical and administrative guidance reports as required
- Performs duties of a school guidance counselor
- 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 HEAD GUIDANCE COUNSELOR

APPROVED: November 22, 2010