



RANDOLPH TOWNSHIP SCHOOLS
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

JOB DESCRIPTION

TITLE:

School Counselor –
Elementary School

REPORTS TO:

Building Principal and/or
Director of School
Counseling

QUALIFICATIONS:

Hold a valid New Jersey Educational Certificate with a *Student Personnel Services, Guidance Counselor* or *School Counselor* endorsement.

GENERAL DESCRIPTION:

Demonstrate knowledge, understanding and application of the components of comprehensive developmental guidance program, child growth and development, career and educational planning, research related to learning, and the resources available in the school and community to assist elementary school students as defined below.

RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

Direct Assistance to Students:

1. Assists in introducing parents and children to the school as a social and academic institution and lay the foundation for the development of a cooperative partnership between the home and the school.
2. Counsels individual and small groups of students toward social and emotional growth.
3. Provides individual, personal counseling in order to meet educational, personal, emotional, and social needs as identified by the counselor, child, parents, teachers, administrators or child study team.
4. Develops and implements orientation and articulation programs for children, parent/guardians and staff including transition to the middle school as well as middle school to high school.
5. Conducts parent and teacher workshops on issues of significance to the school and community.
6. Monitors and counsels students relative to school attendance.
7. Implements the guidance curriculum via classroom lessons, developmental counseling groups and infuse guidance curriculum into the curriculum.
8. Registers and counsels new registrants and process all academic records according to district policy and departmental procedure.
9. Cooperates with classroom teachers in providing support for children in the areas of conflict resolution, decision-making and effective communication skills.
10. Organizes and monitors student records and communicate appropriate information to instructional team members and special subject area teachers in a timely manner.
11. Develops and implements group guidance programs for children and parent/guardians.
12. Assists with and participate in the Intervention and Referral Services process.
13. Guides individual and groups of students through social and life skills and applies them to school and the home.
14. Consults and collaborates with teachers, staff, administrators and community-based organizations in understanding and meeting the needs of all students.

Department/Office Management:

1. Maintains student records and ensure their confidentiality.
2. Implements established district policies and departmental procedures relative to pupil records, academic planning, student scheduling and data management.
3. Maintains a professional office environment.
4. Assists in the organization and administration of standardized test programs and assist with interpretation of results to staff, parent/guardians and students when appropriate.

5. Pursues continuous professional growth.
6. Assists with organizing, monitoring, gathering, verifying and distributing student mid-marking period and marking period assessments.

Other:

1. Works closely with teachers, administrators and other professional staff members, providing information and assistance where needed for the ultimate benefit of the student.
2. Maintains close relationship with the child study team assisting with directives and recommendations as needed.
3. Acts as a resource for school staff and administration relative to academic, extracurricular and supportive needs of the students.
4. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
5. Participates in departmental meetings and professional development opportunities.
6. Perform such other tasks and assume such other responsibilities as assigned by the Building Principal and/or Director of School Counseling.

WORK YEAR: 10-Month Position

DATE APPROVED:	November 21, 2017
BY:	Board of Education