



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

JOB DESCRIPTION

TITLE:

School Counselor – Middle School

REPORTS TO:

Director of School Counseling/Building Principal

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 middle school students as defined below.

RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

Direct Assistance to Students:

1. Establishes high standards and expectations for all students in terms of academic performance and responsibility for behavior.
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, student, parents, teachers, administrators or child study team.
4. Assists students in evaluating aptitudes and abilities through the valuation of teacher input, standardized testing and personality assessments.
5. Develops and implements orientation and articulation programs for students, parent/guardians and staff including transition from elementary school to the middle school as well as middle school to high school.
6. Coordinates and submits RMS information for student application and transition to high schools outside of Randolph Township.
7. Monitors and counsels students relative to school attendance.
8. Assists with the placement and scheduling of students into academic and cycle courses.
9. Registers and counsels new registrants and process all academic records according to district policy and departmental procedure.
10. Counsels new registrants relative to school procedures, curriculum and extracurricular opportunities.
11. Organizes and monitors student records and communicate appropriate information to instructional team members and special subject teachers in a timely manner.
12. Develops and implements group guidance programs for students and parent/guardians.
13. Assists with and participate in the Intervention and Referral services.
14. Participates in student recognition programs as developed.
15. 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. Provides interim assistance to students and parents with urgent needs in the absence of a co-worker.
5. Assists in the organization and administration of standardized test programs and assist with interpretation of results to staff, parent/guardians and students when appropriate.
6. Pursues continuous professional growth.
7. 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. Participates in I&RS, Child Study Team, and Re-entry meetings.
3. Maintains close relationship with the child study team assisting with directives and recommendations as needed.
4. Serves as a positive role model for students through both personal and professional interactions with students, parents/guardians, school visitors, and other district employees with the school setting.
5. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
6. Participates in departmental meetings and professional development opportunities.
7. Performs such other tasks and assume such other responsibilities as assigned by the Director of School Counseling and/or Middle School Principal.

WORK YEAR: 10 – Month Position.

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