



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

JOB DESCRIPTION

TITLE:

School Counselor – High School

REPORTS TO:

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 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. Develops and monitors a sequential educational plan of academics and encourage experiences consistent with post-secondary school plans, needs and interests.
3. Assists students in evaluating aptitudes and abilities through the valuation of teacher input, standardized testing and personality assessments.
4. 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.
5. Organizes and disseminates career, employment, college, scholarship, financial aid resources to students and parent/guardians.
6. Assists students in the preparation of college and scholarship applications, procurement of letters of recommendation and the efficient submission of both.
7. Monitors and counsels students relative to school attendance.
8. Develops and implements orientation and articulation programs for students, parent/guardians and staff including transition from middle school to high school.
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. Assists in the efforts to prevent student drop outs and in finding those alternative educational programs and/or employment for those who do.
12. Provide counseling services to former.

Department 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.

College and Career Planning and Transition:

1. Works closely with parent/guardians in systematically planning for career and college transition.
2. Assists in the organization and administration of standardized test programs and assist with interpretation of results to staff, parents/guardians and students when appropriate.
3. Keeps current regarding college exploration and application trends via campus visits, local admissions programs, college fairs and on-line opportunities.
4. Conducts and participates in group informational programs regarding college, career and military opportunities.
5. Assists with the valuation and development of educational alternatives for students seeking to withdrawal from RHS.
6. Provides career investigations and counseling including utilizing community resources.
7. Makes effective use of community resources in developing and expanding counseling services and activities.

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.

WORK YEAR: 10 – Month Position.

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