

CUMBERLAND REGIONAL SCHOOL DISTRICT**JOB DESCRIPTION****GUIDANCE COUNSELOR****JOB GOAL**

To help students achieve personal fulfillment by providing them with guidance and counseling services to make successful personal, educational and occupational life plans.

QUALIFICATIONS

1. New Jersey Educational Services Certificate and Student Personnel Services endorsement or eligibility.
2. Minimum of three (3) years successful teaching experience and/or experience in counseling service, knowledge of computerized master schedule development desirable.
3. Broad knowledge of testing and evaluation, theories of individual and group guidance techniques, elementary/secondary school guidance program design and career/educational information and placement preferred.
4. Other alternatives to the above qualifications may be substituted as the Board finds appropriate and acceptable.
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

1. Assists students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores and other pertinent data.
2. Works with students in evolving educational and career plans in terms of such evaluation.
3. Maintains student records and insures their confidentiality.
4. Provides information and prepares recommendations to colleges for admissions and scholarships, as well as to potential employers and other agencies.
5. Works closely with teachers, administrators and other professional staff members, providing information and assistance where needed for the ultimate benefit of students.
6. Maintains a close relationship with the Child Study Team following directives and recommendations as needed.
7. Works closely with, and involves parents in planning students' career plans, and assists in the resolution of school-related problems; i.e., monitoring student behavior.
8. Assists in the organization and administration of standardized test programs.
9. Schedules students new to the school, provides orientation and information relative to school procedures, curriculum and extra-curricular opportunities.
10. Works to prevent students from dropping out of school, and assists those that do in finding alternative educational programs and/or employment.
11. Arranges for summer work and/or enrollment in summer school programs to make up noted deficiencies.
12. Maintains a professional office environment.
13. Assists in the evaluation of current curriculum offerings and in the planning, selection and implementation of new course offerings.

14. Utilizes the resources of the community in developing and expanding guidance services and activities.
15. Provides for a smooth transition from elementary school to high school/middle school, which may include orientation programs for students and parents.
16. Adheres to related Federal laws, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
17. Perform other tasks and assume duties that are appropriate as may be assigned by the Principal, Superintendent of Schools or Board of Education.

ESSENTIAL SKILLS/ABILITIES

1. Strong communication and interpersonal skills with the ability to interact and work with individuals at all levels.
2. Understanding and commitment to follow all related laws and standards.
3. Organizational, scheduling and planning skills to manage complex schedule, and the schedule of many students.
4. Ability to analyze, anticipate and schedule course offerings.
5. Attention to detail with a focus on thoroughness and quality.
6. High integrity and ethical standards.
7. Knowledge of computer and software programs.
8. Regular attendance.
9. Prolonged periods sitting at a desk and working on a computer.
10. Ability to attend and preside over lectures and meetings.
11. Ability to traverse school facility and grounds.

REPORTS TO

Superintendent, Principal or designee.

TERMS OF EMPLOYMENT

Ten months with possible days over the summer to be paid at a daily rate.

EVALUATION

Performance of this job will be evaluated by the Principal or designee.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**
 DATED: **February 12, 2009**
 AMENDED: **May 27, 2021**
 AMENDED: **March 23, 2023**