



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Social Emotional Counselor

(3/10/2020)

<u>Qualifications:</u>	Holds or is eligible for a New Jersey certificate with appropriate endorsement for School Counselor (2702), or School Social Worker (3200), or School Psychologist (3100)
<u>Reports to:</u>	Supervisor of Pupil Services
<u>Supervises:</u>	Students
<u>Job Goal:</u>	Assist in implementing and delivering a comprehensive and coordinated Social Emotional Learning program to students in grades 7-12. Supporting students through a targeted and data driven approach utilizing a variety of direct and indirect services to support students in becoming self and socially aware as well as responsible decision makers.

Performance Responsibilities:

1. Assists in the implementation and delivery of a comprehensive SEL program in collaboration with Student Assistant Counselor.
2. Build the skills and mindsets students need to be successful socially and academically.
3. Provide direct instruction of the Social-Emotional and Character Development (SECD) competencies in a classroom and small group.
4. Counsels students individually and in group sessions in personal and social problems and; remains available for further counseling to assist students to achieve greater success.
5. Initiates conferences with parents, teachers and other stakeholders.
6. Develop treatment plans.
7. Identify, address and monitor individual students as well as coordinate and oversee district prevention/intervention efforts to assist students at-risk for drug and alcohol abuse, violence, bullying, depression, suicide, stress and anxiety disorders, gambling, eating disorders, gang involvement, and other social/emotional issues and related issues.
8. Assists with the in-service training of school staff concerning prevention/intervention programs/efforts.
9. Schedules and evaluates school-wide assemblies or guest speaker opportunities as they relate to prevention/intervention programs/efforts.
10. Serves as an information resource for prevention/intervention programs, curriculum development and instruction;
11. Serves as member of the District's student support teams (such as crisis, 504, I&RS, and emergency management teams);
12. Maintains current knowledge of trends and techniques within the field and actively pursues and continues professional growth through the performance evaluation and personal improvement plan.
13. Initiates Child Study Team referrals when appropriate
14. Provides counseling, follow-up/possible on-going counseling and referral services to students regarding prevention/intervention efforts and related problems; and
15. Cooperates with community service providers or other officials in the rendering of prevention/intervention programs and related treatment services



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16. Maintains an efficient record-keeping system
 17. Assists in upholding and enforcing school rules, administrative regulations and Board Policy
 18. Performs other duties which may be within the scope of his/her employment and certifications as may be assigned by his/her supervisor or other member of the administrative staff under the authority of the Board of Education.
 19. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Employment conditions:

Contract year:	September 1 to June 30 (10 Mos.)
Job Family	Professional Staff
Pay Grade/Compensation Structure:	G10
Evaluation:	In accordance with Board policy
Job Code:	3101

Signature

Date