

Flex Program Counselor

Title: Flex Program Counselor (Stipend Position)

Reports to: Assistant Director of Alternative Programs

Position Summary: Flex Program Counselors provide direct counseling for students Board approved to attend the District's Flex Program, including planning and delivering individual and group counseling session.

Work Year: Ten months, per diem

Work Hours: Subject to program need

FLSA Status: Non-Exempt

Bargaining Unit: EBEA

Pay Grade: Home Instructor/Tutor Rate

Qualifications:

1. 1. NJ Certification as School Counselor, Guidance Counselor, School Social Worker, School Psychologist;
2. Ability to work effectively with department staff, school administration, and other members of the school community;
3. Strong interpersonal skills, problem solving skills, and communication skills;
4. Other qualifications to be determined by the Superintendent of Schools.

Duties:

1. In consultation with the Assistant Director of Alternative Programs, runs individual and group counseling sessions during Flex Program hours;
2. Performs risk assessments as needed;
3. Assists in making scheduling recommendations;
4. Promotes a healthy learning environment, dedicated to the social, emotional and academic growth of students;
5. Reviews and responds to program emails daily;
6. Serves as liaison to home school teachers;
7. Collaborates with School Counselors and CST of assigned students to optimize the program the needs;
8. Uses District-provided programs, including but not limited to Canvas, Google Classroom and Genesis;
9. Communicates student progress to parents/guardians on a regular basis;
10. Performs other duties as many be assigned by District Administrators.

