

# GREEN TOWNSHIP SCHOOL DISTRICT

## JOB DESCRIPTION

**TITLE:**           **GUIDANCE COUNSELOR**

- QUALIFICATIONS:**
1. Valid New Jersey Educational Services Certificate and School Counselor Endorsement or eligibility
  2. Minimum experience as determined by the board; 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
  4. Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations
  5. Required criminal history check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:**       Principal

**JOB DESCRIPTION & GOALS:**       To help students achieve personal fulfillment by providing them with guidance and counseling services to make successful personal, educational and occupational life plans.

**PERFORMANCE RESPONSIBILITIES:**       Direct Assistance to Students

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. Works with students in evolving educational and career plans in terms of such evaluation.
2. Provides information and prepares recommendations to colleges for admissions and scholarships, as well as to potential employers and other agencies.
3. Maintains a close relationship with the child study team following directives and recommendations as needed.
4. Registers students new to the school, provides orientation and information relative to school procedures, curriculum and extracurricular opportunities.

5. Arranges for summer work and/or enrollment in summer school programs to make up noted deficiencies.
6. Provides for a smooth transition from elementary school to high school/middle school, which may include orientation programs for students and parents.
7. Assists in mediating and investigating conflict and HIB situations involving students and other parties.
8. Organizes and runs peer counseling programs and groups.

#### Transition to College and Career

1. Works closely with and involves parents in planning students' career plans, and assists in the resolution of school-related problems.
2. Assists in the organization and administration of standardized test programs. Provides timely notice and information to students and parents of opportunities to take SAT, ACT and AP exams.
3. Works to prevent students from dropping out of school, and assists those that do in finding alternative educational programs and/or employment.

#### Office Management

1. Maintains a professional office environment.
2. When a co-worker is unavailable, whenever possible provides interim assistance to students or parents with urgent needs.
3. Maintains student records and ensures their confidentiality.
4. Works closely with teachers, administrators and other professional staff members, providing information and assistance where needed for the ultimate benefit of students.
5. Gathers information on colleges and careers. Keeps this information accessible to students and parents in an organized arrangement.

6. Deals with confusion and emergencies in a friendly, supportive, calm manner. Assists agitated or confused students in re-composing themselves during situations where the student has a problem or personal setback.
7. Notifies students of upcoming opportunities to meet with college recruiters, job fairs, and outside career counselors.

Program Evaluation

1. Assists in the evaluation of current curriculum offerings and in the planning, selection and implementation of new course offerings.
2. Participates in follow-up studies of former students for the purpose of improving services and evaluating the effectiveness of the educational program being offered by the school.
3. Uses the internet to gather current information about colleges and career programs. Compares on-line and published information with first-hand accounts from returning graduates in order to gain a full, current picture of the actual situation, rather than relying on outdated impressions.
4. Retains essential information for parents and students such as college graduation rates.
5. Shares research and findings with colleagues and students in order to improve counseling services.

Other

1. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
2. Performs other duties within the scope of his/her employment and certification as may be assigned.

**TERMS OF  
EMPLOYMENT:**

Salary and work year to be determined by the board.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

**APPROVED BY:**

Green Township Board of Education

**DATE:** May 17, 2017

**REVISED:** January 17, 2018