

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

CHILD STUDY TEAM/COUNSELOR/
MEDICAL PERSONNEL
3205 High School Guidance Counselor
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REVISED

JOB TITLE: HIGH SCHOOL COUNSELOR OF STUDENT PERSONNEL /
SOCIAL EMOTIONAL SERVICES

REPORTS TO: The Principal and Supervisor of Counseling Services

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Assumes professional responsibility in the areas of social and emotional development so that each student develops the skills, attitudes, and knowledge to meet and exceed the New Jersey Adopted Standards and providing comprehensive developmental guidance and counseling services in the areas of educational and career planning. Working collaboratively with other members of the school staff and with parents, the High School Counselor of Student Personnel/Social Emotional Services acts as an advocate for the student, arranging for appropriate resources when necessary, and assisting students in understanding the school and its environment, understanding themselves and their relationships with others, understanding their strengths and needs, and planning for future educational and career opportunities.

QUALIFICATIONS:

The High School Counselor of Student Personnel/Social Emotional Services shall:

1. Hold a valid New Jersey educational services certificate in accordance with the requirements of Administrative N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11, with a student personnel services endorsement (N.J.A.C. 6:11-11.11) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq..
2. Hold a valid driver's license with no serious violations.
3. Have excellent experience in teaching and working with adolescents.
4. Demonstrate knowledge and understanding of the components of a comprehensive developmental guidance program, child growth and development, strategies for effective career

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and educational planning, learning assessment and diagnosis, research related to learning and the resources available in the school and community to assist secondary students.

5. Have excellent integrity and demonstrate good moral character and initiative.
6. Exhibit a personality that demonstrates enthusiasm and sensitive interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Demonstrated ability to listen well to adolescent needs and concerns.
9. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, audio and visual presentations, and telecommunications.
10. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Pass the State required Montoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

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VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching and guidance performance.
4. Official college transcripts.
5. Employment interview.

EMPLOYMENT TERMS:

The High School Counselor of Student Personnel/Social Emotional Services shall be employed under the following terms:

1. Work year of ten months.
2. Salary or hourly wage, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by all Laws and Codes of the State, and all Policies, Rules, and Regulations established by the Board of Education (N.J.S.A. 18A:27-4 *et seq.*).
4. ESSA funded.

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JOB FUNCTIONS AND RESPONSIBILITIES:

The High School Counselor of Student Personnel/Social Emotional Services shall:

1. Establish high standards and expectations for all students for academic performance and responsibility for behavior.
2. Address the dimensions of social and emotional development that includes a child's experience, expression, and management of emotions and ability to establish positive and rewarding relationships with others.
3. Develop with the student and then monitor a sequential educational plan of high school studies and experiences leading to a high school diploma. The plan shall include the student accepting responsibility for learning and successful performance.
4. Assist students with developing a postsecondary plan which may include college applications, transcript, recommendations from school personnel, and other information that the student can use to demonstrate competency when applying for future educational endeavors.
5. Organize and disseminate career, employment, and college opportunities, scholarship, financial aid, and other information about resources available to students and parents.
6. Facilitate and participate on the Intervention & Referral Services (I&RS) committee.
7. Provide counseling for the learning, social, and emotional needs and styles of students, using a variety of techniques.
8. Counsel individual students to resolve educational, personal, emotional, and social needs and other areas of concern identified by the counselor, student, parents, teachers, administrators, child study team members, or others associated with the student.
9. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
10. Provide counseling services, including crisis intervention, to students experiencing difficulty with student growth and performance, referring students to other resources and agencies as needed.

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11. Provide social emotional counseling in the area of disciplinary behaviors, including suspensions, attendance and chronic absenteeism.
12. Assist students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data.
13. Provide information and prepare recommendations to colleges for admissions and scholarships, as well as to potential employees and other agencies.
14. Work closely with teachers, administrators and other professional staff members, providing information and assistance where needed for the ultimate benefit of students.
15. Maintain a working relationship with the Child Study Team.
16. Work closely with, and involve parents in planning students' career plans, and assist in the resolution of school-related problems.
17. Assist in the organization and administration of standardized test programs.
18. Provide orientation and information relative to school procedures, curriculum and extra-curricular opportunities for new students.
19. Work to prevent students from dropping out of school, and assist those that do in finding alternative educational programs.
20. Arrange for enrollment in summer school and/or credit recovery programs to make up noted deficiencies.
21. Maintain a professional, organized and functional office environment.
22. Follow the ethical standards for school counselors set forth by the American School Counselor Association.
23. Utilize the resources of the community in developing and expanding counseling services and activities.

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24. Provide for a smooth transition from elementary school to high school/middle school, which may include orientation programs for students and parents.
25. Conduct conferences with students, parents, teachers, or administrators to help all to understand and assist students in achieving success in the school and in positive personal growth. These conferences include transcript review conference with students and parents to ensure students are on track to graduate.
26. Coordinate school and community resources when needed to assist a students and parents, working closely with other school personnel, including the administration, nurse, social worker, learning disabilities teacher consultant, attendance officer, and others.
27. Teach developmental guidance using a variety of instructional strategies, materials and effective presentation skills.
28. Maintain accurate student records, protecting the privacy and confidentiality of information, in accordance with school policy and federal and State law.
29. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
30. Maintain a confidential log of all counseling sessions.
31. Provide a Title I Time and Activity document twice yearly (September and February) to the Department of Federal Programs / Funded Programs.
32. Provide a nurturing supportive and positive climate, using positive motivation that encourages student responsibility.
33. Establish a professional rapport with students that earns their respect.
34. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
35. Attend required staff meetings and serve, as appropriate, on staff committees.

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36. Immediately notify appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol or controlled substances.
37. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and District procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
38. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities. Effectively utilize all student based information systems.
39. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal or assigned supervisor and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.

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6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.


ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Principal and Supervisor of Counseling services shall evaluate the High School Counselor of Student Personnel / Social Emotional Services in accordance with Policy No. 3221 or 3222, and Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.


Approved

Date