

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

**CHILD STUDY TEAM/COUNSELOR  
/MEDICAL PERSONNEL  
3206 Elementary Guidance Counselor  
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**JOB TITLE: ELEMENTARY GUIDANCE COUNSELOR**

**REPORTS TO:** The Principal and Supervisor of Counseling Services

**SUPERVISES:** Students

### **NATURE AND SCOPE OF JOB:**

Assumes professional responsibility for providing comprehensive developmental guidance and counseling services for elementary school students, so that each student develops the skills, attitudes, and knowledge to meet and exceed the State Core Curriculum Content Standards. Working collaboratively with other members of the school staff and with parents, the Elementary Guidance Counselor 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, and understanding their strengths and needs.

### **QUALIFICATIONS:**

The Elementary Guidance Counselor shall:

1. Hold a valid New Jersey educational services certificate in accordance with the requirements of 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 children.
4. Demonstrate knowledge and understanding of the components and strategies of a comprehensive developmental guidance program, learning assessment and diagnosis, research related to learning, and the resources in the school and community to assist elementary 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. Demonstrate the ability to listen well to children and to adults who work with children.
9. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, audio and visual presentations, and telecommunications.

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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. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons 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 Mantoux 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.

### **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 Elementary Guidance Counselor 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.).

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Elementary Guidance Counselor shall:

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1. Establish high standards and expectations for all students for academic performance and responsibility for behavior.
2. Assist teachers with planning and implementing learning experiences for children that promote positive concepts in self esteem, personal relationships with others, responsible behavior, and attitudes toward school and learning.
3. Teach developmental guidance lessons to address and support the Core Curriculum Content Standards, using a variety of instructional strategies and materials. Ensure that the instruction and materials used meet affirmative action guidelines and are free of stereotyping. Use effective presentation skills, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
4. Plan and implement learning experiences free of stereotyping to address the following Core Curriculum Content Standards:  
Cross Content Workplace Readiness Standards, specifically in the areas of:
  - Career planning and workplace readiness skills.
  - Use of technology, information and other tools.
  - Critical thinking, decision-making, and problem solving skills.
  - Self management skills.
5. Participate on the Intervention and Referral Services Team (IRST) and SOH Team. Assist in the assessment and diagnosis of the learning, social, and emotional needs and styles of students, using a variety of techniques.
6. Coordinate the district applications process for 8<sup>th</sup> grade students applying to district academies or the county technical school. Ensure that students have the appropriate applications and information about each program.
7. Counsel students regarding the academies and career choices. Assist and coordinate dissemination of information regarding the Academy Fairs and other academy activities.
8. Recommend adjustment in learning experiences accordingly, requesting advice and assistance from specialists when appropriate.
9. Counsel students on personal adjustment to the school environment.
10. Assist students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores and other pertinent data. Work with students in evolving educational and career plans in terms of such evaluation.
11. Maintain student records and ensure their confidentiality.

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12. Provide information and prepare recommendations to colleges for admissions and scholarships, as well as to potential employees and other agencies.
13. Work closely with teachers, administrators and other professional staff members, providing information and assistance where needed for the ultimate benefit of students.
14. Maintain a close relationship with the Child Study Team.
15. Work closely with, and involve parents in planning students' career plans, and assist in the resolution of school-related problems.
16. Assist in the organization and administration of standardized test programs.
17. Interview students new to the school, provide orientation and information relative to school procedures, curriculum and extra-curricular opportunities.
18. Participate 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.
19. Work to prevent students from dropping out of school, and assist those that do in finding alternative educational programs and/or employment.
20. Arrange for summer work and/or enrollment in summer school programs to make up noted deficiencies.
21. Maintain a professional office environment.
22. Follow the ethical standards for school counselors set forth by the American School Counselor Association.
23. Assist in the evaluation of current curriculum offerings and in the planning, selection and implementation of new course offerings.
24. Utilize the resources of the community in developing and expanding counseling services and activities.
25. Assist with the implementation of specialized guidance programs, including child abuse, sexual abuse, career education, equity and stereotyping, and other school and district programs.
26. Provide individual and group counseling services, including crisis intervention, to students experiencing difficulty with personal and social growth, and academic performance, referring students to other resources and agencies as needed.
27. 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.

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28. Coordinate school and community resources when needed to assist a student and parents, working closely with other school personnel, including the administration, nurse, social worker, learning disabilities teacher consultant, attendance officer, and others.
29. Monitor student absences and lateness. Contact parents to ensure regular attendance. Make arrangements for assignments to be sent home for students who are to be absent for long periods of time.
30. Provide individual and group orientation sessions for students new to the school, monitoring students to ensure a smooth transition and adjustment into the life of the school.
31. Maintain accurate student records, protecting the privacy and confidentiality of information, in accordance with school policy and federal and State law.
32. Maintain a confidential log of all counseling sessions.
33. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the school. Assist parents with understanding their role in encouraging children to learn and help those parents who need assistance in understanding child growth and development so that family communication skills are improved.
34. Assist with the administration of the State and school standardized assessments. Interpret results to students, parents, and school personnel.
35. Coordinate the identification and referral of average 7<sup>th</sup> and 8<sup>th</sup> graders to the Alternative Middle School Program. Collaborate with program staff to ensure the smooth transition of students to the alternative program.
36. Assist with approved research and follow-up studies related to student achievement, effectiveness of curriculum, student attitudes and perceptions, parent and community perceptions, and other information useful to the school to assess the overall effectiveness of the program for students.
37. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
38. Provide a nurturing, supportive, and positive climate, using positive motivation that encourages student responsibility.
39. Establish a professional rapport with students that earns their respect.
40. Use excellent written and oral English skills when communicating with students, parents, and colleagues.

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41. Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well being of all students.
42. Assist with extra curricular activities, supporting the total program of the school. Attend student events to demonstrate genuine interest in the life of the students.
43. Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
44. Create a stimulating, attractive, organized, functional, healthy, and safe office, with proper attention to the visual, acoustic, and thermal environments.
45. Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility in school, and demonstrating pride in the honorable profession of teaching and counseling.
46. Attend required staff meetings and serve, as appropriate, on staff committees. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
47. Notify immediately 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, controlled substances, or anabolic steroids.
48. Summarize, interpret, and disseminate current developments in the guidance and counseling field, through reading of professional journals, participation in professional development, and involvement in professional organizations.
49. 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).
50. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
51. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
52. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and not otherwise prohibited by law or regulation.

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53. 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.

### 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 accommodation 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.
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.

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### EVALUATION:

The Principal and Supervisor of Counseling Services shall evaluate the Elementary Guidance Counselor in accordance with Policy 3221 or 3222, Regulation 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.



Approved

12/10/03  
Date