

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

**CHILD STUDY TEAM
/COUNSELOR/
MEDICAL PERSONNEL
3229 Youth Development/Guidance
Specialist**

Page 1 of 7

JOB TITLE: YOUTH DEVELOPMENT/GUIDANCE SPECIALIST

REPORTS TO: The Principal

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 Youth Development/Guidance Specialist 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 Youth Development/Guidance Specialist 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 Youth 16-24.
4. Demonstrate knowledge and understanding of the components of a comprehensive developmental guidance program, child growth and development, strategies for effective career and educational planning, learning assessment and diagnosis, research related to

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

**CHILD STUDY TEAM
/COUNSELOR/
MEDICAL PERSONNEL
3229 Youth Development/Guidance
Specialist**

Page 2 of 7

learning and the resources available in the school and community to assist secondary students.

5. Have experience and understanding of at-risk 16-24 years old youth program.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates enthusiasm and sensitive interpersonal skills to relate well with students, staff, administration, parents, and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrated ability to listen well to adolescent needs and concerns.
10. Demonstrates an understanding of grant processes and procedures and completes required reporting in an efficient and effective manner.
11. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, audio and visual presentations, and telecommunications.
12. 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.
13. 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.
14. 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.
15. Pass the State required Montoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

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/COUNSELOR/
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Specialist**

Page 3 of 7

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 when social work services and teaching were performed.
4. Official college transcripts.
5. Employment interview.

EMPLOYMENT TERMS:

The Youth Development/Guidance Specialist 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 Youth Development/Guidance Specialist shall:

1. Provide social work services in the assessment of, educational planning for, monitoring of, and re-evaluation of students in need of special services, in accordance with all applicable federal, State, and local codes and regulations.

JOB DESCRIPTION

———— PATERSON ———— BOARD OF EDUCATION

**CHILD STUDY TEAM
/COUNSELOR/
MEDICAL PERSONNEL
3229 Youth Development/Guidance
Specialist**

Page 4 of 7

2. Ensure that the instructional program for the identified student addresses the Core Curriculum Content Standards and any accommodations, and that the IEP clearly specifies the performance levels in the Standards at which the student is expected to demonstrate competency (N.J.A.C. 6A:14-3.7 et seq.)
3. Maintain an on-going relationship with families for the purposes of sharing information regarding the student's educational program, assisting the family in cooperatively improving the student's home and school adjustment, using mediation techniques to resolve disputes, providing home management counseling, and assisting the family in utilizing appropriate community and school resources.
4. Assume leadership and cooperative roles in identifying and working with students with social problems and conditions that may interfere with effective learning.
5. Work with and counsel students to enhance their personal and social growth and increase their responsibility for behavior and attitudes. Provide opportunities and resources for students to increase academic success, improve interpersonal relationships, learn problem-solving and decision-making skills, and resolve conflicts and crisis situations.
6. Consult with and assist instructional staff with program modifications and strategies to encourage and support student personal and social growth and responsible behavior.
7. Serve as the school liaison to all community agencies by consulting and collaborating regularly with school personnel, social agencies, and other community resources to establish and provide coordinated social services to students and families.
8. Provide a follow-up program with the student, parents, school personnel, and community resources to support the progress of the student toward a satisfactory personal and school adjustment.
9. Attend juvenile court, probation and/or the Division of Youth and Family Services (DYFS) hearings, when requested, as a representative of the school.
10. Visit pupil homes when appropriate or upon request of the principal or supervisor.
11. Attend required staff meetings and serve, as appropriate, on staff committees.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

**CHILD STUDY TEAM
/COUNSELOR/
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3229 Youth Development/Guidance
Specialist**

Page 5 of 7

12. Participate in faculty, school, parent, and community meetings and programs, sharing observations, issues, and resources available.
13. Conduct or provide social services related staff development sessions for staff members and educational programs for parents.
14. Complete in a timely fashion all records and reports as required by law and regulation or requested by supervisors.
15. Notify immediately appropriate personnel of any 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.
16. Understand and communicate current developments in the social work field through reading of professional journals, participation in professional development, and involvement in professional organizations.
17. 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).
18. Recommend policies and procedures that promote a healthy and supportive school environment. Consult with the principal about social adjustment issues and factors.
19. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
20. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
21. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
22. Perform any duties that are within the scope of employment and certifications, as assigned by the principal or supervisor and not otherwise prohibited by law or regulation.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

CHILD STUDY TEAM
/COUNSELOR/
MEDICAL PERSONNEL
3229 Youth Development/Guidance
Specialist

Page 6 of 7

23. 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.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

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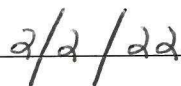
Page 7 of 7

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/or Assigned Supervisor shall evaluate the Youth Development/Guidance Specialist in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description, and such other criteria as shall be established by the Board of Education.


Approved


Date