



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: College and Careers Counselor
REPORTS TO: Supervisor of School Counseling

QUALIFICATIONS:

1. Hold a valid New Jersey Department of Education School Counselor Endorsement.
2. Compliance with all statutory regulations and district requirements for securing public school employment is required.

GENERAL DESCRIPTION:

The College and Career Counselor supports students in planning for post-secondary success by providing guidance on college admissions, career exploration, financial aid and vocational opportunities. This role involves working closely with students, families and staff to ensure that each student has a clear and achievable pathway after graduation.

ESSENTIAL JOB FUNCTIONS:

1. Establishes high standards and expectations for all students in terms of academic performance and responsibility for behavior.
2. Develops and monitors a sequential educational plan of academics and encourages experiences consistent with post-secondary school plans, needs and interests.
3. Assists with the valuation and development of educational alternatives for students seeking to withdrawal from the high school.
4. Assists students in evaluating aptitudes and abilities by reviewing teacher input, academic assessments, personality assessments, etc.
5. Provides career investigations and counseling including utilizing community resources.
6. Organizes and disseminates career, employment, college, scholarship, financial aid resources to students and parent/guardians.
7. Assists students and parents/guardians in the preparation of college and scholarship applications, procurement of letters of recommendation and the efficient submission of both.
8. Works closely with parent/guardians in systematically planning for career and college transition.
9. Assists in the organization and administration of standardized test programs and assists with interpretation of results to staff, parents/guardians and students when appropriate.
10. Keeps current regarding college exploration and application trends via campus visits, local admissions programs, college fairs and on-line opportunities.
11. Seeks out and attends professional development opportunities designed to strengthen relationships with colleges or other career-orientated organizations.
12. Shares findings related to college and career with the school community, including Board of Education and administration.
13. Plans and hosts informational programs regarding college, career and military opportunities for students and parents.
14. Supports students in the district's Early College Business Academy, including program coordination, transcript articulation and input, and ongoing support to students and parents/guardians to ensure academic and career readiness.
15. Serves as the district's military liaison.
16. Implements established district policies and departmental procedures relative to pupil records, academic planning, student scheduling and data management.
17. Maintains student records and ensures their confidentiality.

18. Provides assistance to students and parents/guardians with urgent needs.
19. Maintains a professional office environment.
20. Performs such other tasks and assumes such other responsibilities as assigned by the Supervisor of School Counseling.

WORK YEAR: Ten-month employee
BARGAINING UNIT: Randolph Education Association
DATE APPROVED: September 18, 2025
APPROVED BY: Board of Education