Tenafly PUBLIC SCHOOLS

SCHOOL COUNSELOR (ELEMENTARY)

Qualifications:

- Valid New Jersey Educational Services Certificate and School Counselor Endorsement or eligibility
- Broad knowledge of theories of individual and group guidance techniques, elementary school guidance program design, and career educational information and placement
- Demonstrated ability to communicate and work effectively with students, parents, staff, and community groups and organizations
- Required criminal history check and proof of U.S. citizenship or resident alien status

Primary Function:

To help students achieve personal fulfillment by providing them with guidance and counseling services to make successful personal, educational, and occupational life plans.

Direct Report:

Director of Guidance

Specific Duties and Responsibilities:

- Assists students to achieve his/her maximum potential.
- Provides support and utilizes strategies with students who are under-achieving, chronically absent, in serious academic difficulty, or experiencing social or emotional problems affecting ideas, feelings, behavior, attitudes and opinions.
- Maintains a weekly log of counseling, intervention, and educational activities
- Acts as a resource to classroom teachers and the principal, directly and indirectly providing strategies for conflict resolution, decision-making, improving communication skills, and other relevant topics.
- Identifies students with greatest need for intervention in consultation with the appropriate staff and parents and serves as the chairperson of the Intervention and Referral Services Committee.
- Provides direct assistance as the chairperson of the school's 504 Committee.
- Assists with the transition of new students including incoming Kindergarten students and the associated activities.
- Serves as a liaison during the transition process to middle school to facilitate communication, exchange of information, and the coordination of visitations as needed.
- Coordinates the Intervention and Referral Services teams in grades Kindergarten through grade 5 and assists in the submission of a yearly data report.
- Infuses proactive prevention programs into the overall educational program. 11. Conducts and contributes to school, district, and class presentations as needed.
- Provides educational resources for the school community.
- Assists students in the resolution of personal, social and/or educational concerns including, but not limited to, anxiety, stress, and school refusal.
- Assists with stress management techniques and provide opportunities for students to learn how to manage school/life balance through classroom and school counseling activities/lessons.
- Intervenes as necessary to enhance the relationships of students with their peers, teachers, and parents, helping students to establish a positive self-concept.
- Conducts individual and group counseling sessions, where appropriate, on topics such as peer pressure, behavioral patterns, anger management, and student responsibilities, etc.
- Assists students in developing effective communication skills, learning appropriate behavior patterns, maximizing their capabilities, building skills for coping with life's changes and crises, developing decisionmaking, and employing personal safety skills.
- Provides small group and/or class lessons to help children learn appropriate social skills and to enhance

self-esteem.
- Collaborates with administration and teachers to implement specialized programs such as Character Ed, bullying prevention, conflict resolution, peer mediation, and positive behavior support programs and infuse related topics into the curriculum.
- Serves as school Anti-Bullying Specialist and assists administration as directed regarding harassment, intimidation and bullying investigations, consultations, interventions, and programming.
- Chair the School Safety and Climate Team and coordinate related events.
- Conducts conferences with staff and parents.
- Develops and implements parenting workshops.
- Disseminates informative materials to parents as needed.
- Provides in-service programs, workshops for parents and staff.
- Provides the parents and staff with referrals to outside agencies when appropriate.
- Refers students and parents with clinical needs to appropriate mental health centers and other providers.
- Performs other duties and responsibilities as needed for the daily organization and operation of the department.

Terms of Employment:
Teachers' Work Year, salary and other terms and conditions as assigned by the Board and negotiated by the TEA.

Evaluation:
Will be evaluated by the Director of Guidance in accordance with New Jersey laws and regulations and Tenafly Board of Education policy.

Board Approved:
June 14, 2021/Resolution P-12

Revised: