

School Counselor

JOB DESCRIPTION

POSITION TITLE

School Counselor

MINIMUM

- NJ Student Personnel Services or School Counselor certification
- Masters Degree in Counseling
- Experience in Guidance and Counseling programs at a variety of grade levels.
- Experience preferred in developing computerized scheduling
- Computer proficient in Word, Excel, Power Point
- Strong communication skills
- Teaching and or School Counseling experience preferred
- Required criminal history background check
- Proof of U.S. citizenship or legal resident alien status

QUALIFICATIONS

REPORTS TO

Director of Guidance

JOB GOAL(S)

To facilitate student academic development and to promote and encourage personal/social and career development by working collaboratively with the school, families, and the community.

PRIMARY RESPONSIBILITIES

1. Intervention: Interface with Child Study Team; refer students for intervention and referral committee; individual and group counseling; provide options for student growth and development; review report cards and progress reports; counsel students regarding academic progress
2. Planning: Post-high school planning and transition to opportunities beyond high school; transcript review and interpretation; review of testing results
3. Communication, such as departmental bulletin and newsletter, web page and e-mail, contact with parents, universities, schools and places of employment
4. Scheduling: Contribute to the building of the Master Schedule; group meetings for introduction of courses and elective selection; computer lab workshops; review and refine course requests; resolve schedule conflicts; monitor and balance class size
5. Parent Programs, such as grade level programs for freshmen, sophomores, juniors and seniors, College and Career event for students and parents, Financial Aid night, coordination of parent and teacher conferences
6. Special programs such as transition to high school program, freshmen orientation, Making High School Count, Making the College Search Count, coordination of AP testing, Governor's School applications, Senior Awards Night
7. Support: Individual and group counseling; support of 9th Grade cluster Program; academic, social and emotional support, referrals to Student Assistance Counselors; student advocate

TERMS OF EMPLOYMENT 10 Months

Salary as per SOMEA Agreement