

ROCHELLE PARK BOARD OF EDUCATION JOB DESCRIPTION MANUAL

TITLE: GUIDANCE COUNSELOR

QUALIFICATIONS:

1. Valid New Jersey Educational Services Certificate and School Counselor Endorsement or eligibility
2. Minimum experience as determined by the board; knowledge of computerized master schedule development desirable
3. Broad knowledge of testing and evaluation, theories of individual and group guidance techniques, elementary/secondary school guidance program design and career educational information and placement
4. Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal

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

PERFORMANCE RESPONSIBILITIES:

1. Support the Board of Education's and administration's philosophy of education, special education, and instructional goals and objectives.
2. Assists students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores, and other pertinent data.
3. Works with students in evolving educational and career plans in terms of such evaluation.
4. Maintains student records and ensures their confidentiality.

5. Provides information and prepares recommendations to high schools for admissions and scholarships, as well as to potential employers and other agencies.
6. Works closely with teachers, administrators, and other professional staff members, providing information and assistance where needed for the ultimate benefit of students.
7. Develops, presents, and/or participates in evening student, parent, community information sessions related to high school planning, scholarships, 6th grade orientations, etc...as assigned.
8. Maintains a close relationship with the child study team, following directives and recommendations and IEP stipulations as needed.
9. Works closely with and involves parents in planning students' career plans, and assists in the resolution of school-related problems.
10. Assists in the organization and administration of standardized test programs.
11. Registers students new to the school; provides orientation and information relative to school procedures, curriculum, and extracurricular opportunities.
12. Participates 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.
13. Works to prevent former students from dropping out of school, and assists those that do in finding alternative educational programs and/or employment.
14. Arranges for summer work and/or enrollment in summer school programs to make up noted deficiencies.
15. Maintains a professional office environment.
16. Assists in the evaluation of current curriculum offerings and in the planning, selection, and implementation of new course offerings.
17. Makes effective use of community resources in developing and expanding guidance services and activities.
18. Provides for a smooth transition from elementary school through high school, which may include orientation programs for students and parents.
19. Maintains professional competence and continuous improvement through in-

service education and other professional growth activities.

20. Assumes other related duties as assigned by the superintendent of schools and/or other administrative/supervisory personnel.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of certified staff.

APPROVED BY: _____ **DATE:** _____

REVISED: _____

Legal References:

<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:6-10</u>	Tenure Employees Hearing Law
<u>N.J.S.A. 18A:16-1</u>	Officers and employees in general
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:25-2</u>	Authority of pupils
<u>N.J.S.A. 18A:26-1</u>	Citizenship of teachers, etc.
<u>N.J.S.A. 18A:26-1.1</u>	Residence requirements prohibited
<u>N.J.S.A. 18A:26-2</u>	Certificates required; exception
<u>N.J.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:28-3</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:28-8</u>	Notice of intention to resign required
<u>N.J.S.A. 18A:40A</u>	Substance abuse
<u>N.J.A.C. 6:3-3.1 et seq.</u>	Conditions of employment for teachers
<u>N.J.A.C. 6:3-4.1 et seq.</u>	Supervision; observation and evaluation
<u>N.J.A.C. 6:3-5.1 et seq.</u>	Seniority
<u>N.J.A.C. 6:3-6</u>	Pupil records
<u>N.J.A.C. 6:3-4A.4</u>	Requirements of physical examination
<u>N.J.A.C. 6:8</u>	Thorough and efficient system of free public schools
<u>See particularly:</u>	
<u>N.J.A.C. 6:8-2.4</u>	School-level planning
<u>N.J.A.C. 6:8-2.7</u>	Pupil behavior
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education

<u>N.J.A.C. 6A:8</u>	Standards and assessment
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
<u>See particularly:</u>	
<u>N.J.A.C. 6A:9-3.3</u>	Professional standards for teachers
<u>N.J.A.C. 6A:9-5</u>	General certification policies
<u>N.J.A.C. 6A:9-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9-13</u>	School counselor
<u>N.J.A.C. 6A:9-15</u>	Required professional development for teachers
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:17</u>	Students at risk of not receiving a public education
<u>N.J.A.C. 6A:30</u>	Evaluation of the performance of school districts

Immigration Reform and Control Act of 1986, 8 U.S.C.A 1100 et seq.

Manual for the Evaluation of Local School Districts (Revised September 2002)

No Child Left Behind Act of 2001, P. L. 107-110, 20 U.S.C.A. 6301 et seq.