
TITLE: GUIDANCE COUNSELOR

QUALIFICATIONS:

1. Valid New Jersey Educational Services Certificate and School Counselor Endorsement or eligibility as per current New Jersey statute.
2. Adequate experience as determined by the board; knowledge of computerized master schedule development desirable. (High School and Intermediate Level)
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 as it pertains to the counselor's assigned level.
4. Effective problem-solving, human relations and communication skills. Excellent interpersonal skills. Must have the ability to present well to individuals and groups.
5. Required criminal history check and proof of U.S. citizenship or resident alien status.

REPORTS TO: Superintendent/Assistant Superintendent/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 as well as to assist with decision making and planning skills which are consistent with the healthy well being of students.

PERFORMANCE RESPONSIBILITIES:

Direct Assistance to Students

1. Assists students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores and other pertinent data. Works with students in evolving educational and career plans in terms of such evaluation.
2. Provides information and prepares recommendations to colleges for admissions and scholarships, as well as to potential employers and other agencies. (High School)
3. Maintains a close relationship with the child study team following directives and recommendations as needed.
4. Engages students new to the school, provides orientation and information relative to school procedures, curriculum and extracurricular opportunities.
5. Arranges for summer work and/or enrollment in summer school programs to make up noted deficiencies. (High School)
6. Provides for a smooth transition from elementary school/intermediate school/high school, which may include orientation programs for students and parents.

Transition to College and Career (High School)

1. Works closely with and involves parents in planning students' career plans, and assists in the resolution of school-related problems

GUIDANCE COUNSELOR (Continued)

2. Assists in the organization and administration of standardized test programs. Provides timely notice and information to students and parents of opportunities to take SAT, ACT and AP exams.
3. Works to prevent students from dropping out of school, and assist those that do in finding alternative educational programs and/or employment.

Inter-Personal Skills

1. When a co-worker is unavailable, whenever, possible provides interim assistance to student or parents with urgent needs.
2. Maintains student records and ensures their confidentiality.
3. Works closely with teachers, administrators and other professional staff members, providing information and assistance where needed for the ultimate benefit of students.
4. Gathers information on colleges and careers. Keeps this information accessible to students and parents in an organized arrangement. (High School)
5. Notifies students of upcoming opportunities to meet with college recruiters, job fairs and outside career counselors. (High School)

Other

1. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
2. Assumes other related duties/assignments assigned by the superintendent, assistant superintendent or his/her designee.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluations.

Adopted by: Toms River Regional Schools Board of Education

Date: March 18, 2014

Revision: