
BERKELEY HEIGHTS PUBLIC SCHOOLS



INCLUDE, INSPIRE, EMPOWER

Office of the Superintendent of Schools

JOB DESCRIPTION

SCHOOL COUNSELOR

QUALIFICATIONS:

- New Jersey Instructional Certification in the appropriate subject matter and level.
 - Student Personnel Services or School Counselor certification
- Successful Criminal History Clearance.
- Proof of U.S. Citizenship or appropriate employment authorization.

REPORTS TO:

Principal / Director of School Counseling

JOB GOAL:

In assuming these duties and responsibilities, the counselor functions to assist individual students through counseling, contact with teachers, parents and through use of all educational records, testing data and confidential files. Of these, the most essential phase is counseling, which involves evaluation and planning, the purpose of which is to increase the student's self-understanding and to result in the achievement of reasonable self-direction and responsibility.

PERFORMANCE RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills and abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assumes the duties and responsibilities of counseling assignments given by the Director of School Counseling.
2. Functions to assist individual students through counseling, contact with teachers, administrators, parents and through use of all educational records, testing data and confidential files.
3. Is available for at least the length of school day as specified by Board of Education policy.
4. Conducts conferences with Students, Parents, Teachers, Administrative personnel, Child Study Team and other specialties for the purpose of achieving a cooperative approach in the total optimal development of students.
5. Assists with the standardized testing program.
6. Performs corrective and preventive guidance but emphasizes the development phase of guidance.
7. Follows the American Personnel and Guidance Association code of ethics for counselors.
8. Counsels each student (as assigned by Director of Counseling and/or Principal) at least four times a year.
9. Counsels students and their parents regarding scheduling for the next school year (grade is determined by counseling assignment).
10. Conducts periodic counseling with students who are under-achieving, in serious academic difficulty, or with social or emotional problems.
11. Counselor advises, recommends, and facilitates schedule changes for students through the student schedule management system.
12. Performs guidance functions of educational and vocational guidance with students on an individual and group basis.
13. Assists the classroom teacher with referral of students with serious emotional, social, psychological, physical, or academic problems.
14. Makes visitations to other schools, colleges, universities, business and industry when necessary.
15. Provides occupational information to students.
16. Assists students in choosing their life goals through Naviance and other career interest inventories.
17. Assists students whose education will terminate with high school to obtain a job placement (High School Guidance).
18. Assists college-bound and post-graduate students and their parents in college or other educational placements (High School Guidance).
19. Provides students with information concerning scholarships, loans, part-time employment, and other sources of financial aid for formal education beyond high school (High School Guidance).
20. Keeps teachers informed of student's special needs or problems.

21. Provides appropriate data concerning students to institutions of higher learning or employment agencies for admission or re-employment, respectively.
22. Maintains guidance records for each student as assigned by the Director of School Counseling and/or Principal.
23. Completes reports for appropriate governmental agencies.
24. Maintains articulation between counselor and administration.
25. Maintains regular and prompt attendance as an essential element in the efficient operation of the district and effective conduct of the educational program. The Board of Education considers attendance an important component of job performance.
26. Maintains weekly log of all counseling activities.
27. Assists with the implementation of the district HIB Policy.
28. Perform other duties within the scope of employment and certification as assigned.

TERMS OF EMPLOYMENT:

Ten month employee, salary established by the Board of Education and applicable collective negotiations agreement.

EVALUATION:

Performance of this job will be evaluated on an on-going basis in accordance with provisions of N.J. State Law and the Berkeley Heights Board of Education's policies on evaluation of professional personnel.

APPROVAL: 11/16/2022