

EAST ORANGE SCHOOL DISTRICT
East Orange, New Jersey



School Counselor
Position

REPORTS TO: School Principal/Administrator

DUTIES:

- 1) Provides information and prepares recommendations to colleges for admissions and scholarships, as well as to potential employers and agencies
- 2) Works closely with teachers, administrators and other professional staff members, providing information and assistance where needed for the ultimate benefit of students
- 3) Works closely with and involves parents in planning students' career plans and assists in the resolution of school-related problems
- 4) Assists in the organization and administration of standardized test programs
- 5) 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
- 6) Works to prevent students from dropping out of school and assists drop-outs in finding alternative educational programs and/or employment
- 7) Makes effective use of community resources in developing and expanding guidance services and activities
- 8) Maintains professional competence and continuous improvement through in-service education and other professional growth activities ensuring the effective alignment between high-quality CTE programs and labor market needs to equip students with 21st-century skills
- 9) Evaluates the configuration of factors within the home, community and school as related to a student's current social and academic adjustment
- 10) Maintains an ongoing relationship with families for the purpose of: sharing information regarding educational planning and programming for students; assisting the family in utilizing appropriate community resources; providing counseling to family members, facilitating the effective use of technology in College & Career planning and/or ensuring families are kept abreast of Career Technical Education standards that focus on academic, technical knowledge and work-related skills necessary to be successful in postsecondary education, training, and employment.
- 11) Maintain professional competence through in-service education and participation in professional development activities
- 12) Observes and interviews students when appropriate
- 13) Registers new students to the school and provides orientation and information relative to school procedures, curriculum and extracurricular activities

- 14) Attends and participates in meetings as deemed necessary and consistent with the needs of the district
- 15) Must be able to perform all of the essential functions of the job with reasonable accommodations, if necessary
- 16) Performs other related duties as assigned by the principal, director designee

RESPONSIBILITIES:

- 1) To arrange for alcohol and drug assessments and evaluations and effectuates appropriate referrals when necessary
- 2) Refers students and their family members to appropriate facilities, agencies and private practitioners
- 3) Facilitate individual counseling and the development of groups, especially peer counseling, within the schools
- 4) Assess and evaluate existing school programs and policies; assist schools in implementing new policies; designs strategies to facilitate student referrals
- 5) Assists in developing school programs; drafting materials, and delivering staff training programs; assists teachers in the use of curriculum, and the development of forms and protocols
- 6) Must be able to perform all of the essential functions of the job with reasonable accommodations, if necessary

HUMAN RELATIONS:

1. With Students

- a. Demonstrates warmth and friendliness
- b. Demonstrates appreciation and respect for the rights and opinions of all students
- c. Displays sensitivity to students by listening to them and responding effectively to their feelings and needs
- d. Develops in each student a sense of personal growth and a positive self-esteem
- e. Demonstrates patience, empathy, and understanding
- f. Promotes good interpersonal relationships
- g. Creates a supportive environment
- h. Is a positive role model for students in speech, appearance, behavior and attitude
- i. Demonstrates awareness for different cultures as well as backgrounds and employs appropriate techniques in dealing with each student's needs
- j. Displays evidence of understanding each student's social, emotional, physical and intellectual growth and development

2. With Parents/Guardians

- a. Participates in conferences with parents/guardians, especially as it relates the effective use of technology
- b. Interprets district's educational goals and objectives to help parents/guardians understand them
- c. Contacts parents/guardians by telephone, U.S. mail and/or email, when necessary
- d. Listens and appropriately responds to the concerns of parents/guardians

QUALIFICATIONS:

- 1) Master's Degree
- 2) Valid New Jersey Educational Services Personnel Certificate as School Counselor
- 3) Supervisory certificate preferred
- 4) Knowledge of computerized master schedule development desirable
- 5) Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations
- 6) Required criminal history background check and eligibility to work in the United States
- 7) All applicants must meet NJ Residency requirements as per "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70)
- 8) Must be able to perform the essential functions of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- 9) Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment, which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

Strength: to lift, push, pull and/or carry objects, which weigh as much as 5 pounds on a frequent basis

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

APPLICATION PROCEDURE:

Qualified applicants are invited to file applications and credentials via **Applitrack** at:

<https://www.applitrack.com/eosd/onlineapp/>

SELECTION PROCEDURE:

- 1) Review of credentials filed with the Superintendent of Schools
- 2) An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required
- 3) The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of professional staff

TERM OF EMPLOYMENT:

Ten-month work year

SALARY RANGE:

As per the negotiated agreement between the EOBOE and the EOEA

Approved by the East Orange Board of Education: August 10, 2021

Revised 6/29/2021