

**Hillsborough Township School District
JOB DESCRIPTION**

Title: School Counselor

Qualifications: Holds or is eligible for a New Jersey School Counselor DOE Endorsement.

Primary Function: School counselors work to maximize student success, promoting access and equity for all students. As vital school leadership team members, school counselors create a school culture of success for all. Additionally, the School Counseling Department, consisting of School Counselors, the College and Career School Counselor, and Student Assistance Counselors, provides evidence-based, data-driven counseling services to students in the area of college/career planning, social-emotional learning, and emotional wellness.

Physical Requirements: Individuals must be able to meet established specific physical requirements of the job including sitting at a desk or meeting table, reaching, lifting, pulling, bending, stooping, twisting, standing and being ambulatory

Report Level: Director of School Counseling, Principal

Major Duties and Responsibilities:

1. Provides comprehensive academic, social-emotional, and college and career readiness counseling services to students using an evidence-based ASCA National Model Program.
2. Serves on the Intervention and Referral Services team to identify and support students needing Tier 2 and Tier 3 counseling services.
3. Analyzes and interprets outcomes, student achievement and process data to help plan and implement appropriate counseling interventions, small group counseling, and classroom lessons.
4. Conducts college and career readiness activities with students at all grade levels.
5. Collaborates with families, teachers, administrators, and the community for student success.
6. Facilitates parent/family conferences to inform and advise families of their children's educational, vocational, and personal/social adjustment.
7. Participates in vertical articulation meetings with counselors at other levels for transition and appropriate placement of students from school to school.
8. Advocates for equity, diversity, and belonging for all students through participation in course planning and curriculum meetings.
9. Administers and interprets college and career readiness assessments for students.
10. Leads classroom lessons on topics related to social-emotional learning, college and career exploration.
11. Performs initial emergency mental health screenings as needed.
12. Serves as a member of the school and district crisis teams.

13. Participates with other members of the pupil personnel services team in relation to meeting the needs of the students.
14. Initiates and interprets accurate cumulative records, activity records, and uniform transcript records for assigned students. Maintains and protects the confidentiality of such student records.
15. At the high school level, supervise the preparation and processing of college, scholarship, and employment applications. Make recommendations for admissions and scholarships where applicable.
16. Acts as a consultant to staff, parents, learning institutions, community agencies, businesses, and industries in reference to the student's growth and development. As a consultant, the counselor shares in curriculum revision and assists in determining the appropriateness of course offerings and/or class placements for all students.
17. Maintains a current knowledge of trends and techniques within the field and actively pursues continuous professional improvement through performance evaluations and individual professional improvement plans.
18. May serve as the Anti-Bullying Specialist; conducts an investigation, gathers data, interviews, and reports information about suspected bias incidents; works closely with the District's Anti-Bullying Coordinator and Affirmative Action Officer.
19. If in the role of Anti-Bullying Specialist, manages the School Safety & Climate Team; in that role, runs Climate Team/Advisory Council meetings regularly with varied stakeholders; Plans and executes activities designed to promote a positive and inclusive learning environment.

TERMS OF EMPLOYMENT: In accordance with the negotiated agreement.

EVALUATION: In accordance with the Board of Education policy.

Approved by HR Committee: 8/22/2023

HUMAN RESOURCES STATEMENT:

This organization believes that every individual makes a significant contribution to Hillsborough's success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

AMERICANS WITH DISABILITY ACT STATEMENT:

Employees who become disabled must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Hillsborough Township Public Schools shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

I have read this job description and I certify that I meet all of the qualifications. I understand the physical, mental and environmental demands of the position, and I can perform all of the essential functions of the position unaided or with reasonable accommodation.

Signature of Applicant/Employee

Date

EQUAL OPPORTUNITY EMPLOYER