

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION  
JOB DESCRIPTION  
**SCHOOL COUNSELOR- HIGH SCHOOL**

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**Date of Adoption:** October 20, 2023

**JOB TITLE:** School Counselor- High School

**REPORTS TO:** Assistant Principal/Counseling, Principal and/or Designee

**NATURE AND SCOPE OF JOB:**

The School Counselor- High School assists each student with academic development, career and educational choices and personal adjustment. The counselor serves as an in-school adult who is ready to act as the student's advocate in any reasonable cause. The counselor works cooperatively with parents, staff members and other involved persons to help each student reach their maximum potential.

**QUALIFICATIONS:**

1. Hold a valid New Jersey educational services certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with a School Counselor endorsement (N.J.A.C. 6:11-11.9) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq..
2. Hold and maintain a valid driver's license with no serious violations.
3. Have excellent integrity and demonstrate good moral character and initiative.
4. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, and the community.
5. Demonstrate the ability to communicate effectively, orally and in writing.
6. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
7. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six-month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
9. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
10. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
11. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

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**TERMS OF EMPLOYMENT:**

Salary and work year to be determined by the Board of Education and in accordance with the negotiated agreement with the Scotch Plains-Fanwood Education Association.

**JOB RESPONSIBILITIES:**

1. Discusses, advises and counsels students regarding curriculum, career and educational choices.
2. Counsels students regarding academic development and personal adjustment.
3. Assists teachers and the administration in working with individual student problems.
4. Involves parents in attempts to resolve academic, psychological or social problems of students.
5. Refers to appropriate special services in or out of school when problems exceed the professional capacity of counselors.
6. Participates in the orientation of entering students.
7. Writes recommendations for students who are seeking employment, admission to schools and consideration for scholarships.
8. Assists students in selecting courses and encouraging them to follow-up with parents.
9. Provides a confidential atmosphere within which students can clarify, examine, and solve problems.
10. Assists in the administration and interpretation of standardized tests and other evaluative instruments.
11. Assists in and oversees the management and maintenance of student records.
12. Evaluates and supervises the completion of credit and course requirements for students.
13. Supervises and interprets student transcripts.
14. Participates in school and district-wide professional and in-service meetings.
15. Acts as the liaison between the school and parents, employers, service agencies and other educational institutions.
16. Assists in the arrangement of bedside instruction.
17. Participates in student scheduling and schedule changes throughout the school year.
18. Assists in the post-high school placement of graduates.
19. Interviews and consults with representatives of colleges and other post-high school institutions.
20. Interacts with parents, administrative and supervisor personnel, teachers, other counselors and resource personnel.
21. Serves as the school's Anti-bully Specialist, conducts harassment, intimidation, and bullying investigations, serves on the School Safety Team, and supports the implementation of a positive school culture.
22. Performs other tasks and responsibilities as may be assigned by the Principal, Assistant Principal/Counseling, and/or designee.

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**ACCOUNTABILITY:**

The School Counselor- High School executes responsibility under the direction of the Principal, Assistant Principal/Counseling and in concert with other team members.

**RELATIONSHIPS:**

1. Principals and Assistant Principals (High School):  
To consult with principals and assistant principals in planning, implementing and evaluating programs to meet the specific needs of the individual child and /or groups of children.
2. Director of Special Services:
  - a. To advise in cases where classification is being considered.
  - b. To review cases and make recommendations for educational placement.
  - c. To consult in relation to children in Special Programs.
  - d. To consult in matters related to the needs, goals, and objectives of the office of Special Services.
3. Instructional Staff:  
To consult with and to work cooperatively with instructional personnel in planning, implementing and evaluating programs to meet the specific needs of children. To provide strategies and/or materials for proper program implementation.
4. Support Staff:  
To consult with and to work cooperatively with support personnel in planning, implementing and evaluating programs to meet the specific needs of children.
5. Parents:  
To help parents understand school needs and policies, and to find effective ways to channel their concern about school in appropriate ways for the benefit of their children.
6. Community:  
To promote good relationships with community members regarding the needs of children and educational programs.

**EVALUATION:**

The Assistant Principal/Counseling and/or designee shall evaluate the School Counselor-High School in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.