

Job Description

Board of Education Woodbridge Township

Title: **School Counselor**

Function: To address all students' academic, personal, social and career development needs. School Counselors advocate, lead, collaborate and consult to create opportunities for equity, access and success in education opportunities by connecting their program to the vision and mission of the school district.

Reports to: Building Principal
Supervisor of School Counseling Programs

Duties, responsibilities, and authorities:

A. Availability and confidentiality:

1. Create a positive climate of availability and acceptance.
2. Handle emergency situations immediately.
3. Keep information confidential which is needed to protect student welfare in accordance with law, policy, and regulation.

B. Services to students:

1. Help students master the decision making process as it applies to:
 - a. personal, social and emotional needs;
 - b. academic planning;
 - c. career and post-secondary planning.
 2. Provide information and activities to help students learn about educational and career opportunities.
 3. Provide services to assist students to secure placement in appropriate educational or job settings.
 4. Collaborate and consult with teachers to encourage positive teacher/student relationships.
 5. Identify students with academic, personal, social and/or emotional needs and provide counseling and referrals, if needed. Orient new students to the building and its programs.
 6. Meet with all new students and their families.
 7. Prepare students for participation in standardized testing programs.
 8. Assist students in interpreting testing programs.
 9. Provide education to students concerning character development and social, emotional learning.
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C. Services to parents and community:

1. Orient parents of new students to the building and its programs.
2. Assist parents in becoming positively involved with their child(ren)'s academic, personal and social needs.
3. Provide information and/or counseling services to graduates and dropouts.

D. Services to school personnel:

1. Establish and maintain a positive working relationship with other staff members.
2. Cooperate with the Child Study Team in developing I.E.P.'s (Individualized Educational Programs).
3. Provide information on test results and assist in their interpretation.
4. Assist in preparing teachers and administrators for participation in standardized testing programs.
5. Advise administrators on student matters.
6. Counsel and consult with other ~~professional~~ staff members regarding student information.
7. Assist other professional staff members concerning student transition from school to school and/or level to level.
8. All counselors will maintain current and professional trainings to be eligible to serve as an Anti-Bullying Specialist, and follow policies and procedures developed under the Anti-Bullying Bill of Rights.
9. Serve as a member of the school Intervention and Referral Services Team (I&RS).
10. Collaborate with School Nurses in developing student 504 plans.

E. General professional behavior:

1. Remain abreast of current developments, new trends, research, contemporary interpretations of subject matter content, and teaching methodology in assigned area(s).
 2. Participate and cooperate with other staff and community members to reach district goals.
 3. Attend staff meetings.
 4. Maintain records and provide reports on students' progress as required.
 5. Behave in accordance with the law and exhibit high standards of professional ethical behavior.
 6. Follow district and school policies, regulations and procedures.
 7. Perform duties assigned by supervisor and/or his/her designee in accordance with law, policies and contract.
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F. Professional preparation:

1. A master's degree is required.
2. The applicant must hold or be eligible for the School Counseling certificate issued by the New Jersey Department of Education.

G. Experience/Background:

1. Successful teaching experience in the public schools is encouraged.
2. Evidence of the characteristics of understanding sensitivity, knowledge of the operations of a school, and counseling strategies and techniques need to engage students, and all skills related to being a school counselor.

H. Personal qualifications:

1. Must be able to perform assigned tasks.
2. Must be mature and possess integrity.
3. Must be able to work successfully with pupils, teachers, and administrators.
4. Must have the ability to communicate effectively with members of the community.

May 2024
