

EAST RUTHERFORD PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: DISTRICT GUIDANCE COUNSELOR

- QUALIFICATIONS:**
1. VALID NEW JERSEY EDUCATIONAL SERVICES CERTIFICATE AND STUDENT PERSONNEL SERVICES ENDORSEMENT OR ELIGIBILITY
 2. MINIMUM EXPERIENCE AS DETERMINED BY THE BOARD; KNOWLEDGE OF COMPUTERIZED MASTER SCHEDULE DEVELOPMENT DESIRABLE
 3. BROAD KNOWLEDGE OF TESTING AND EVALUATION; THEORIES OF INDIVIDUAL AND GROUP GUIDANCE TECHNIQUES, ELEMENTARY/SECONDARY SCHOOL GUIDANCE PROGRAM DESIGN AND CAREER/EDUCATIONAL INFORMATION AND PLACEMENT
 4. DEMONSTRATED ABILITY TO COMMUNICATE AND WORK EFFECTIVELY WITH STUDENTS, PARENTS, STAFF AND COMMUNITY GROUPS AND ORGANIZATIONS
 5. REQUIRED CRIMINAL HISTORY BACKGROUND CHECK AND PROOF OF U.S. CITIZENSHIP OR LEGAL RESIDENT ALIEN STATUS

REPORTS TO: PRINCIPALS/SUPERINTENDENT

JOB GOAL: TO HELP STUDENTS ACHIEVE PERSONAL FULFILLMENT BY PROVIDING THEM WITH GUIDANCE AND COUNSELING SERVICES TO MAKE SUCCESSFUL PERSONAL, EDUCATIONAL AND OCCUPATIONAL LIFE PLANS.

PERFORMANCE RESPONSIBILITIES:

1. ASSISTS STUDENTS IN EVALUATING THEIR APTITUDES AND ABILITIES THROUGH THE USE OF TEACHER DATA AND STANDARDIZED TEST RESULTS. WORKS WITH STUDENTS IN EVOLVING EDUCATIONAL AND CAREER PLANS IN TERMS OF SUCH EVALUATION.

2. MAINTAINS STUDENT RECORDS AND ENSURES THEIR CONFIDENTIALITY.
3. WORKS DIRECTLY WITH INDIVIDUAL STUDENTS TO MONITOR THEIR ACADEMIC PERFORMANCE, BEHAVIORIAL, SOCIAL AND EMOTIONAL DEVELOPMENT AND DISCUSS STUDENT CONCERNS.
4. ESTABLISHES AND MAINTAINS STUDENT GROUPS TO DISCUSS RELEVANT TOPICS AND SUPPORT STUDENTS' GROWTH AND DEVELOPMENT.
5. COORDINATES AND PARTICIPATES IN MEETINGS WITH ADMINISTRATION, TEACHERS, CHILD STUDY TEAM AND PARENTS AS NEEDED.
6. ASSISTS IN THE IDENTIFICATION AND INTERVENTION OF STUDENTS' ACADEMIC, SOCIAL AND EMOTIONAL CHALLENGES AS A MEMBER OF EACH BUILDING INTERVENTION AND REFERRAL SERVICES COMMITTEE.
7. ASSISTS IN THE ORGANIZATION AND ADMINISTRATION OF THE BASIC SKILLS INSTRUCTION PROGRAM.
8. RESPONSIBLE FOR GUIDANCE UPDATES FOR QUARTERLY BUILDING AND DISTRICT NEWSLETTERS AND PROVIDING GUIDANCE RELATED INFORMATION FOR DISTRICT WEBSITE.
9. RESPONDS TO ALL STUDENT OR BUILDING CRISIS/EMERGENCY SITUATIONS IN CONJUNCTION WITH BUILDING ADMINISTRATION.
10. PROVIDES INFORMATION AND PREPARES RECOMMENDATIONS TO SECONDARY SCHOOLS OR COLLEGES FOR ADMISSIONS AND SCHOLARSHIPS, AS WELL AS TO POTENTIAL EMPLOYERS AND OTHER EDUCATIONAL AGENCIES.
11. WORKS CLOSELY WITH TEACHERS, ADMINISTRATORS AND OTHER PROFESSIONAL STAFF MEMBERS, PROVIDING INFORMATION AND ASSISTANCE WHERE NEEDED FOR THE ULTIMATE BENEFIT OF STUDENTS.
12. MAINTAINS A CLOSE RELATIONSHIP WITH THE CHILD STUDY TEAM FOLLOWING DIRECTIVES AND RECOMMENDATIONS AS NEEDED.
13. WORKS CLOSELY WITH, AND INVOLVES PARENTS IN PLANNING STUDENTS' CAREER PLANS, AND ASSISTS IN THE RESOLUTION OF SCHOOL-RELATED

PROBLEMS. SERVES AS A RESOURCE FOR PARENTS AND A LIAISON BETWEEN PARENTS AND SCHOOL.

14. RESPONSIBLE FOR THE ORGANIZATION AND ADMINISTRATION OF STANDARDIZED TEST PROGRAMS.
15. REGISTERS STUDENTS NEW TO THE SCHOOL, PROVIDES ORIENTATION AND INFORMATION RELATIVE TO SCHOOL PROCEDURES, CURRICULUM AND EXTRA-CURRICULAR OPPORTUNITIES.
16. RESPONSIBLE FOR STUDENT SCHEDULING THROUGH DISTRICT STUDENT MANAGEMENT SYSTEM IN CONJUNCTION WITH BUILDING ADMINISTRATIONS.
17. 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.
18. WORKS TO PREVENT STUDENTS FROM DROPPING OUT OF SCHOOL, AND ASSISTS THOSE THAT DO IN FINDING ALTERNATIVE EDUCATIONAL PROGRAMS AND/OR EMPLOYMENT. MONITORS STUDENT ATTENDANCE TO ADDRESS ANY ONGOING STUDENT ATTENDANCE ISSUES.
19. ARRANGES FOR SUMMER WORK AND/OR ENROLLMENT IN SUMMER SCHOOL PROGRAMS TO MAKE UP NOTED DEFICIENCIES.
20. MAINTAINS A PROFESSIONAL OFFICE ENVIRONMENT.
21. ASSISTS IN THE EVALUATION OF CURRENT CURRICULUM OFFERINGS AND IN THE PLANNING, SELECTION AND IMPLEMENTATION OF NEW COURSE OFFERINGS.
22. MAKES EFFECTIVE USE OF COMMUNITY RESOURCES IN DEVELOPING AND EXPANDING GUIDANCE SERVICES AND ACTIVITIES.
23. PROVIDES FOR A SMOOTH TRANSITION FROM ELEMENTARY SCHOOL TO MIDDLE SCHOOL AND HIGH SCHOOL, WHICH MAY INCLUDE ORIENTATION PROGRAMS FOR STUDENTS AND PARENTS.
24. MAINTAINS PROFESSIONAL COMPETENCE AND CONTINUOUS IMPROVEMENT THROUGH INSERVICE EDUCATION AND OTHER PROFESSIONAL GROWTH ACTIVITIES.

25. PROVIDES ALL GUIDANCE RELATED DUTIES THROUGHOUT THE DISTRICT.
26. PERFORMS OTHER DUTIES WITHIN THE SCOPE OF HIS/HER EMPLOYMENT AND CERTIFICATION AS MAY BE ASSIGNED.

TERMS OF

EMPLOYMENT: SALARY AND WORK YEAR TO BE DETERMINED BY BOARD.

EVALUATION: PERFORMANCE OF THIS JOB WILL BE EVALUATED IN ACCORDANCE WITH STATE LAW AND PROVISIONS OF THE BOARD'S POLICY ON EVALUATION OF CERTIFIED STAFF.

APPROVED BY: BOARD OF EDUCATION 2/23/12

Legal References:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:6-10	Tenure Employees Hearing Law
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:25-2	Authority of pupils
<u>N.J.S.A.</u> 18A:26-1	Citizenship of teachers, etc.
<u>N.J.S.A.</u> 18A:26-1.1	Residence requirements prohibited
<u>N.J.S.A.</u> 18A:26-2	Certificates required; exception
<u>N.J.S.A.</u> 18A:27	Employment and contracts
<u>N.J.S.A.</u> 18A:28-3	No tenure for noncitizens
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:28-8	Notice of intention to resign required
<u>N.J.S.A.</u> 18A:40A	Substance abuse
N.J.A.C. 6A:7	Managing for equality and equity in education
<u>N.J.A.C.</u> 6A:8	Standards and assessment
<u>N.J.A.C.</u> 6A:9	Professional licensure and standards
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:9-3.3	Professional standards for teachers
<u>N.J.A.C.</u> 6A:9-5	General certification policies
<u>N.J.A.C.</u> 6A:9-8	Requirements for instructional certificate
<u>N.J.A.C.</u> 6A:9-13	School counselor
<u>N.J.A.C.</u> 6A:9-15	Required professional development for teachers
<u>N.J.A.C.</u> 6A:16	Programs to support student development
<u>N.J.A.C.</u> 6A:17	Students at risk of not receiving a public education
<u>N.J.A.C.</u> 6A:30	Evaluation of the performance of school districts
<u>N.J.A.C.</u> 6A:32-4	Employment of teaching staff
<u>N.J.A.C.</u> 6A:32-4.4	Evaluation of tenured teaching staff members
<u>N.J.A.C.</u> 6A:32-4.5	Evaluation of nontenured teaching staff members
<u>N.J.A.C.</u> 6A:32-5.1	Standards for determining seniority
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations
<u>N.J.A.C.</u> 6A:32-7	Student records
<u>N.J.A.C.</u> 6A:32-8	Attendance and pupil accounting
<u>N.J.A.C.</u> 6A:32-12.2	School level planning
<u>N.J.A.C.</u> 6A:32-13	Student behavior

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et

Manual for the Evaluation of Local School Districts (Revised September 2002)

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et seq.