

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

SCHOOL COUNSELOR

QUALIFICATIONS:

- Valid New Jersey School Counselor Certificate
- Minimum experience as determined by the board; knowledge of computerized master schedule development desirable
- 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
- Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations
- Knowledge of current professional Standards, including the National Standard for School Counseling and/or the New Jersey Mode for School Counseling
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Building Principal

SUPERVISES: N/A

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 and parents in evaluating the student's aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores and other pertinent data. Works with students in evolving educational and career plans in terms of such evaluation.
2. Maintains student records and ensures their confidentiality.
3. Provides information and prepares recommendations to colleges for admissions and scholarships, as well as to potential employers and other agencies.
4. Works closely with parents, teachers, administrators and other professional staff members, providing information and assistance where needed for the ultimate benefit of students.
5. Maintains interactive professional relationships with child study team members, Substance Abuse Counselor, and School Based professional staff and recommendations as needed.
6. Works closely with and involves parents in planning student's career plans, and assists in the resolution of school-related problems.
7. Assists in the organization and administration of standardized test programs.
8. Provides an academic program for students new to the school, provides orientation and information relative to school procedures, curriculum and extracurricular opportunities.
9. Works to prevent students from dropping out of school, and assists those that do in finding alternative educational programs and/or employment.
10. Provides appropriate resource referrals for students who need to enroll in summer school programs for enrichment or to make up noted deficiencies.
11. Assists in the evaluation of current curriculum offerings and in the planning, selection and implementation of new course offerings.
12. Makes effective use of community resources in developing and expanding guidance services and activities.

