

WARREN HILLS REGIONAL

TITLE: GUIDANCE COUNSELOR

QUALIFICATIONS:

1. Valid New Jersey Educational Services Certificate and School Counselor Endorsement or eligibility
2. Minimum experience as determined by the board; knowledge of graduation requirements to assist with the creation of student schedules via scheduling program development desirable
3. Broad knowledge of testing and evaluation, theories of individual and group guidance techniques, middle school and high 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 check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Building Principal

JOB GOAL:

To help students achieve personal fulfillment by providing them with guidance and counseling services to make successful social, personal, educational and occupational life plans so they become productive members of a global community

PERFORMANCE RESPONSIBILITIES:

Direct assistance to students

1. Assists students in evaluating their 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. Provides information and prepares recommendations to colleges for admissions and scholarships, as well as to potential employers and other agencies.
3. Maintains a close relationship with the child study team following directives and recommendations as needed.
4. Registers students new to the school, provides orientation and information relative to school procedures, curriculum and extracurricular opportunities.
5. Arranges for academic enrollment in summer school programs to make up noted deficiencies.
6. Provides for a smooth transition from elementary school to middle school/high school, which may include orientation programs for students and parents.

Transition to College and Career

1. Works closely with and involves parents in planning students' career plans, and assists in the resolution of school-related problems.
2. Coordinates and/or assists in the organization and administration of standardized test programs. Provides timely notice and information to students and parents of opportunities to take SAT, ACT, AP

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PSAT and ASVAB exams.

3. Works to prevent students from dropping out of school, and assists those that do in finding alternative educational programs and/or employment.
4. Collaborate closely with post-secondary institutions to enhance high school education.

Office Management

1. Maintains a professional office environment.
2. When a co-worker is unavailable, whenever possible provides interim assistance to students or parents with urgent needs.
3. Reviews and maintains student records/contact logs and ensures their confidentiality.
4. Works closely with teachers, administrators and other professional staff members, providing information and assistance where needed for the ultimate benefit of students.
5. Gathers information on colleges and careers. Keeps this information accessible to students and parents in an organized arrangement.
6. Deals with confusion and emergencies in a friendly, supportive, calm manner. Assists agitated or confused students in re-composing themselves during situations where the student has a problem or personal setback.
7. Provides information of upcoming opportunities for scholarships, college recruiters, job fairs, and military branch representatives.

Program Evaluation

1. Assists in the evaluation of current curriculum offerings and in the planning, selection and implementation of new course offerings.
2. 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.
3. Uses the internet to gather current information about colleges and career programs. Compares on-line and published information with first-hand accounts from returning graduates in order to gain a full, current picture of the actual situation, rather than relying on outdated impressions.
4. Retains essential information for parents and students such as college graduation rates.
5. Shares research and findings with colleagues and students in order to improve counseling services.
6. Becomes familiar with NCAA course eligibility requirements.

Other

1. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
2. Performs other duties which may be within the scope of employment as assigned by the Superintendent and/or designee.

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TERMS OF EMPLOYMENT:

Salary and work year to be determined by the board.

ANNUAL EVALUATION:
law

Performance of this job will be evaluated annually in accordance with NJ State and the provisions of the board's policy on evaluations

Approved by:

Warren Hills Regional Board of Education

Date:

October 30, 2018

Revised:

August 17, 2021

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
<u>N.J.S.A.</u> 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
<u>N.J.A.C.</u> 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
See particularly:	
<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 seq.
Manual for the Evaluation of Local School Districts

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