



HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: GUIDANCE COUNSELOR

QUALIFICATIONS:

1. Possesses New Jersey Educational Services Certificate and Student Personnel Services endorsement or eligibility.
2. Has a minimum of three years' successful teaching experience and/or experience in counseling service; knowledge of computer-based record keeping and scheduling desirable.
3. Demonstrates a 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. Demonstrates ability to communicate and work effectively with students, parents and staff as well as community groups and organizations.
5. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Guidance/Principal

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. Counseling
 - a. 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.

- b. Provides individual counseling sessions for assigned students in dealing with their personal needs as they affect school performance, as well as their educational and career plans.
- c. Provides small and large group counseling sessions, as needed, to address students' personal, educational and career plans.
- d. Assists students in course selections and the scheduling process.
- e. Works to prevent students from dropping out of school, and assists those that do in finding alternative educational programs.
- f. Assists in making arrangements for enrollment in summer school programs to make up noted deficiencies.
- g. 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.
- h. Provides emergency support to students as needed during crises.

2. Staff Consultation

- a. Maintains a close relationship with the Child Study Team, following directives and recommendations as needed.
- b. Supports and assists the efforts of the Pupil Assistance Committee, the Core Team, and other appropriate groups.
- c. Serves as a consultant to the faculty concerning matters related to guidance services.
- d. Confers with staff regarding students with problems and/or special needs.
- e. Serves as a resource person for administration in matters relating to students and guidance services; provides thorough and timely reports, data, etc. as requested by administration.

3. Student and Parent Orientation

- a. Registers students new to the school/district and in providing orientation and information relative to school procedures, curriculum and extra-curricular opportunities.
- b. Participates in planning and implementing programs which contribute to a smooth transition between grade levels and/or to post-secondary

education, which may include orientation programs for students and parents.

- c. Serves as a resource for information regarding the educational program, activities and services of the school.

4. Record Keeping

- a. Supervises the maintenance of cumulative records for assigned students in accordance with state and federal laws and regulations as well as district policy.
- b. Provides information and prepares recommendations to colleges for admissions and scholarships as well as to potential employers and other agencies for assigned students.
- c. Maintains counseling record (i.e. summary, log) regarding conferences or other sessions with assigned students.

5. Assessment

- a. Assists in the administration of state-mandated and school-designed assessment programs.
- b. Reviews and interprets results of assessment programs for assigned students and utilizes results for counseling purposes.
- c. Contributes to the evaluation of current curriculum offerings.
- d. Assists in developing and implementing an evaluation plan for the Guidance Services Program and utilizing results to determine strengths and areas in need of improvement.

6. Professional Development

- a. Maintains and enhances job-related skills and knowledge through professional reading and participation in appropriate workshops, conferences, meetings or other activities in accordance with district procedures.
- b. Contributes to the professional development of district staff by providing information and assistance about the Guidance Program and the students it serves.

7. School and Community Relations

- a. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents when necessary and appropriate.
- b. Utilizes the resources of the community in developing and enhancing guidance services and activities.
- c. Cooperates and shares professionally with members of the staff.
- d. Assists in interpreting the Guidance Services Program within the schools and community.
- e. Assists community agencies and resource people who deal with students' needs.

8. Other Assigned Tasks

Performs such other tasks and assumes such other duties as may be assigned by the Director of Guidance, Principal or Superintendent.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of this job will be evaluated in accordance with state law and provisions of the Board's policy on Evaluation of Professional Staff.

SOURCE: Regular Board Meeting
DATE: September 1979
REVISED: March 13, 1996