

## **LACEY TOWNSHIP SCHOOL DISTRICT**

### **Student Services**

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**JOB TITLE:** School Counselor

**REPORTS TO:** Supervisor of Guidance Counseling/Principal

**JOB GOAL:** To help students achieve personal fulfillment by providing them with guidance and school counseling services to make successful personal, educational and occupational life plans.

### **QUALIFICATIONS:**

1. Valid New Jersey Educational Services Certificate and School Counselor Endorsement or Eligibility
2. Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations
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. Knowledge of computerized master schedule development desirable
5. Required criminal history check and proof of U.S. Citizenship or legal resident alien status

### **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 established procedures 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 summer work and/or enrollment in summer school programs to make up noted deficiencies.
6. Provides for smooth transition from elementary school to high school/middle school which may include orientation programs for students and parents.
7. Assumes responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well-being of all students.

8. Ensures the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
9. Serves as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility in school, and demonstrating pride in the honorable profession of teaching and counseling.

### **Direct Assistance to Teachers**

1. Assists teachers with planning and implementing learning experiences for students which promote positive concepts in self-esteem, personal relationships with others, responsible behavior, and attitudes toward school and learning.
2. Teaches developmental guidance lessons to address and support the State Standards, using a variety of instructional strategies and materials. Ensures that the instruction and materials used meet affirmative action guidelines and are free of stereotyping. Uses effective presentation skills, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
3. Plans and implements learning experiences free of stereotyping to address the following:
  - Career planning and workplace readiness skills
  - Use of technology, information and other tools
  - Critical thinking, decision-making, and problem-solving skills
  - Self-management skills
4. Provides individual and group counseling services, including crisis intervention to students experiencing difficulty with personal and social growth, and academic performance, referring students to other resources and agencies as needed.
5. Coordinates school and community resources when needed to assist students and parents, working closely with other school personnel, including the administration, nurse, social worker, learning disabilities teacher consultant, attendance officer, and others.
6. Monitors student absences and lateness. Contacts parents to ensure regular attendance. Makes arrangements for assignments to be sent home for students who are to be absent for long periods of time.
7. Communicates regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the school. Assists parents with understanding their role in encouraging children to learn and help those parents with understanding child growth and development so that family communication skills are improved.
8. Notifies immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.

9. Summarizes, interprets, and disseminates current developments in the guidance and counseling field through reading of professional journals, participation in professional development, and involvement in professional organizations.
10. Performs any duties that are within the scope of employment and certifications as assigned by the Principal and not otherwise prohibited by law or regulation.
11. Follows the ethical standards for school counselors set forth by the American School Counselor Association.

### **Transition to college and career**

1. Works closely with and involves parents in planning students' career plans, and assists in the reduction of school-related problems.
2. 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 and AP 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. Participate on the Intervention and Referral Services Team (I&RS) and SOH Team. Assist in the assessment and diagnosis of the learning, social, and emotional needs and styles of students, using a variety of techniques.

### **Office Management**

1. Maintains a professional office environment.
2. Maintains accurate student records, protecting the privacy and confidentiality of information in accordance with school policy and Federal and State law.
3. Works closely with teachers, administrators and other professional staff members providing information and assistance where needed for the ultimate benefit of students.
4. Gathers information on colleges and careers. Keeps this information accessible to students and parents in an organized arrangement.
5. 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.
6. Notifies students of upcoming opportunities to meet with college recruiters, job fairs, and outside career counselors.
7. Recommends adjustment in learning experiences accordingly, requesting advice and assistance from specialists when appropriate.
8. Utilizes the resources of the community in developing and expanding counseling services and activities.
9. Displays the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.

## **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 college/career experience..
4. Shares research and findings with colleagues and students in order to improve counseling services.
5. Assists with the implementation of specialized guidance programs, including child abuse, sexual abuse, career education, equity and stereotyping, and other school and district programs.

## **Other**

- Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
- Performs other duties within the scope of his/her employment and certification as may be assigned.
- Continues to grow professionally through collaboration with colleagues and professional growth experiences. Completes the required State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the professional Improvement Plan (N.J.A.C. 6:11-13)
- Adheres to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

**TERMS of EMPLOYMENT:** Salary and work year to be determined by the board.

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

APPROVED BY: Lacey Township Board of Education

DATE: December 21, 2015

REVISED

**LEGAL REFERENCES:**

N.J.S.A. 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
N.J.S.A. 18A:16-1	Officers and employees in general.
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.S.A. 18A:25-2	Authority of pupils
N.J.S.A. 18A:26-1	Citizenship of teachers, etc.
N.J.S.A. 18A:26-1.1	Residence requirements prohibited
N.J.S.A. 18A:26-2	Certificates required; exception
N.J.S.A. 18A:27	Employment and contracts
N.J.S.A. 18A:28-3	No tenure for non-citizens
N.J.S.A. 18A:28-5	Tenure of teaching staff members
N.J.S.A. 18A:28-8	Notice of intention to resign required
N.J.S.A. 18A:40A	Substance abuse
N.J.A.C. 6A:7	Managing for equality and equity in education
N.J.A.C. 6A:8	Standards and assessment
N.J.A.C. 6A:9	Professional licensure and standards

## See particularly:

N.J.A.C. 6A:9-3.3	Professional standards for teachers
N.J.A.C. 6A:9-5	General certification policies
N.J.A.C. 6A:9-8	Requirements for instructional certificate
N.J.A.C. 6A:9-13	School counselor
N.J.A.C. 6A:9-15	Required professional development for teachers
N.J.A.C. 6A:16	Programs to support student development
N.J.A.C. 6A:17	Students at risk of not receiving a public education
N.J.A.C. 6A:30	Evaluation of the performance of school districts
N.J.A.C. 6A:32-4	Employment of teaching staff
N.J.A.C. 6A:324.4	Evaluation of tenured teaching staff members
N.J.A.C. 6A:324.5	Evaluation of nontenured teaching staff members
N.J.A.C. 6A:32-5.1	Standards for determining seniority
N.J.A.C. 6A:32-6	School employee physical examinations
N.J.A.C. 6A:32-7	Student records
N.J.A.C. 6A:32-8	Attendance and pupil accounting
N.J.A.C. 6A:32-12.2	School level planning
N.J.A.C. 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.