

**GREAT MEADOWS REGIONAL  
BOARD OF EDUCATION**

# **JOB DESCRIPTION**

**TITLE: SCHOOL COUNSELOR**

**QUALIFICATIONS:**

Valid N.J. Certification-School Social Worker and/or Student Personnel Services.

Teaching/experience in a N.J. public school system for a minimum of five (5) years.

Strong interpersonal and communication skills.

Required criminal history background check

New Jersey residency required

**REPORTS TO: Principal**

**PERFORMANCE RESPONSIBILITIES:**

1. Promote and enhance student learning through the three (3) broad and interrelated areas of student development:
  - a. Academic development
  - b. Career development
  - c. Personal Social development
  
2. Organizes and implements the guidance and counseling program which includes individual counseling, small group counseling, and large group guidance.
  - a. Assists teachers in developing value clarification/self-awareness materials for use in classroom programs.

- b. Provides activities for students to improve their skills in decision making and problem solving.
  - c. Assists in the identification of students in need of counseling or referral services.
  - d. Consults with administrators, Child Study, Team, teachers, and parents
  - e. Maintains and disseminates a list of available mental health resources, such as: clinics, hot lines, crisis contacts, etc.
  - f. Provides counseling services as prescribed in the students. ISIP or IEP.
3. Attends Pupil Assistance Committee(PAC) meetings and provides relevant information about a child's development and needs and serves as PAC coordinator.
  4. Coordinates parent programs and Child Assault Prevention program (CAP).
  5. Acts as a liaison between the school and home, advocacy agencies, social services providers and area community groups involved with the welfare of children, including but not limited to ARC, DYFS, Department of Human Services, etc.
  6. Represents the district and coordinates transition activities for eighth grade students to HHS and 4th grade students to the GMMS.
  7. Assists with testing program with regard to ordering, distribution and collection of materials and interpretation of test scores under the supervision of the Supervisor of Curriculum and Instruction.
  8. Promotes Core Curriculum Content standards and proficiencies, especially in the areas of school to work programs and workplace readiness skills.
  9. Refer students, parents, and staff members to outside agencies when situations arise that are beyond realm of the school counselor and outside intervention is required.
  10. Conducts group guidance classes which promote self-awareness, decision-making, problem solving, conflict resolution, study skills, critical thinking, goal setting, and career awareness.
  11. Attends CST evaluations, assessments, and/or appraisals as may be necessary.
  12. Prepares presentations and reports to the school community as assigned
  13. Assists the district in the development and implementation of its Crisis Management Plan.
  14. Assists administration in student scheduling.

15. Assists staff and administration in the total supervision of students.

16. Assumes all responsibilities and duties as assigned by the Principal or Superintendent.

**TERMS OF EMPLOYMENT:** Ten month continued employment

**EVALUATION:** Performance of this job will be evaluated in accordance with state law and the provisions of Board policy and completed by Principal.

Revised : Dec. 17, 2019

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Employee Signature