

MONMOUTH REGIONAL HIGH SCHOOL

JOB DESCRIPTION

TITLE: SCHOOL COUNSELOR

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate and Area endorsement or eligibility,
2. Demonstrated knowledge of subject specialty
3. Ability to maintain an effective learning environment,
4. Displays appropriate interpersonal, communication and technology skills,
5. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status,
6. Maintain the physical and mental capability to meet the needs of the job,
7. Adheres to MRBOE policies and procedures,

REPORTS TO: Director of Counseling Services

JOB GOAL: To help students with their academic achievement, assist in planning and preparing the students for post-secondary education and/or career options and supporting students with personal growth and development.

**PERFORMANCE
RESPONSIBILITIES:**

A. PROFESSIONAL COUNSELING ABILITIES

1. Assists students in developing a sense of awareness and self-worth and in the acquisition of personal exploration, decision-making and goal setting skills needed to facilitate their educational development,
2. Exhibits a primary obligation and loyalty to each student, respecting individual differences including aptitudes, intelligence, interests and achievements during the counseling relationship,
3. Possesses individual and group counseling and communication skills and employs an eclectic and balanced approach to assisting students and their parents,

4. Understands and remains sensitive to the nature and functioning of the student within the family, school and community contexts with consideration of factors such as age, gender, race, religion, sexual orientation, socio-economic and ethnic backgrounds,
5. Strives to establish and maintain a positive rapport with all student counselees,
6. Refrains from consciously encouraging the counselee's acceptance of values, lifestyles, plans, decisions and beliefs that represent the counselor's personal orientation,
7. Demonstrates effective counseling techniques including active listening or questioning skills with colleagues, administrators, parents and students in order that institutional policies, procedures and processes may be clarified to the benefit of students and their families,
8. Is available to assist with the student and/or parent in the event of failure, excessive absence, tardiness, the need for remedial services or outstanding success as indicated by progress reports and report cards,
9. Encourages and advises curricular and/or co-curricular participation ensuring that the appropriate educational experiences are provided to allow students to achieve success in their educational pursuits.
10. Demonstrates the ability to negotiate and move individuals and groups toward consensus and/or conflict resolution,
11. Assists students in the assessment of their individual strengths, weaknesses and differences, especially as they relate to academic achievement and post-secondary planning,
12. Recognizes nonverbal and/or verbal indicators and cues that may be symptomatic of crisis situations and exercises tact, discretion and diplomacy in dealing with sensitive circumstances,
13. Demonstrates the ability to counsel students during times of transition, separation and/or heightened stress,
14. Respects the inherent rights and responsibilities of parents for their children and endeavors to establish a cooperative relationship with parents to facilitate the maximum development of the counselees,
15. Provides parents with updated and current information in an objective manner as appropriate and consistent with ethical responsibilities to the counselees,

16. Counsels students in terms of learning the art of “self-advocacy”, learning how and when to request assistance, communicate effectively with teaching staff, communicate effectively with siblings, peers and family members, etc,

17. Strives to provide recognition and acknowledgement to students as their improvement and/or achievement dictates,

B. PROFESSIONAL CONSULTING AND REFERRAL SKILLS

1. Establishes and maintains a cooperative relationship with faculty, staff and administration to facilitate the provision of optimal guidance and counseling programs and services,

2. Is available to share and interpret individual student data with teaching staff members in order to facilitate student course placement and ensure consideration of individual student differences with regard to the individual’s special needs,

3. Is available to mediate parent/teacher/student conferences in order to ensure positive communication between the home and school and facilitates understanding of school procedure, policy and processes,

4. Assists students and their families in identifying and addressing personal, social and emotional concerns that may impede educational progress,

5. Works cooperatively with teachers and pupil personnel specialists as well as within the appropriate authorities when the counselee’s condition indicates clear and imminent danger to self and/or others,

6. Possesses the ability to determine when the nature of the student problem has progressed beyond the scope of the school counseling relationship and assists in the referral to specialists and/or a community agency, as dictated by the need,

C. ACADEMIC ADVISING AND POST-HIGH SCHOOL PLANNING

1. Advises students as to state and local graduation requirements, assisting them to understand how state testing assessments success in required courses and attainment of credit requirements affect course selection during their high school experience,

2. Counsels students in the selection of courses so that they may pursue the program of study most appropriate for their abilities, interests and education and vocational aspirations,

3. Assists students and their families to identify credit and course deficiencies and recommends appropriate remedial interventions,
4. Maintains a counseling network and provides tools and materials for use by students in personalizing the exploration of post-secondary educational and vocational opportunities,
5. Assists the student in developing an awareness of the world of work and how to utilize the school and community resources to that end,
6. Possesses and demonstrates an understanding of the current admission requirements, options and application procedures employed by colleges and universities,
7. Assists students in evaluating and interpreting information about college and other post-secondary educational alternatives so that appropriate options are considered,
8. Provides students and their families with information and advice regarding admission application procedures,
9. Assists students and their families in how to access information regarding the costs of higher education and the various forms of financial aid,
10. Prepares and/or coordinates individualized letters of recommendation for students as needed/required for college, scholarship or employment references,
11. Assists students with the development of career awareness and planning skills,
12. Assists students with self-assessment, identifying interests and personal strengths so that they might realize the relevance between schoolwork and activities and the world of work,

D. RESPONSIBILITIES OF CONFIDENTIALITY

1. Treats all information about students in a confidential fashion, exercising caution and sharing student data only with those persons authorized to receive such information as prescribed by law and school policy,
2. Promotes awareness and adherence to appropriate guidelines regarding confidentiality with regard to sharing “privileged information” for professional consultation and/or legal requests,

E. TESTING, EVALUATION AND MEASUREMENT OF STUDENT ACHIEVEMENT AND INTERESTS

1. Is available to assist with interpreting and facilitating standardized test administration,

2. Assists faculty, administration, students and their families with the interpretation of standardized test scores, past school achievement data and other evaluative data that may be recorded in the student's file,
3. Assists with the development of curricular enhancement, improvement of the school environment, development of programs to enhance student learning and advancement and the evaluation of existing programs, services and procedures,

F. INSTITUTION AND COUNSELING PROGRAM SUPPORT

1. Actively participates in general and departmental staffing promoting the improvement of the educational and counseling components of the school,
2. Advises colleagues and administration of potentially disruptive and harmful practices that may adversely affect the institution's mission, personnel and property,
3. Assists with the development of curricular enhancement, improvement of the school environment, development of programs to enhance student learning and advancement and the evaluation of existing programs, services and procedures,
4. Serves as a resource identifying students and alerting them to academic and enrichment activities that may ultimately be of benefit to them in their developmental process,
5. Offers assistance to parents and families so that they may provide an informed and supportive environment in which students can become effective learners,
6. Conducts new student registration throughout the school year. Helps students adjust to a new environment by assigning a "buddy",

G. RECORDKEEPING RESPONSIBILITIES

1. Assumes responsibility for overseeing the maintenance of all student records of academic progress and achievement.
2. Reviews annually student academic progress as recorded on the permanent record for the purpose of identifying deficiencies, recommending accelerated programs and courses, etc.
3. Maintains student records and anecdotal file notes and daily appointment sheets of student, parent and teacher contact.

H. PROFESSIONAL GROWTH RESPONSIBILITIES

1. Maintains a well-informed and up-to-date posture on counseling theory, practices and procedures by attending and participating in professional seminars and workshops.
2. Strives through personal initiative to maintain professional competence and keeps abreast of innovations and trends in the profession.
3. Contributes to the development of the profession through the sharing of skills, ideas and expertise with colleagues.

I. ACCOUNTABILITY

1. The guidance counselors execute their responsibility under the direction of the Director of Counseling Services.

J. OTHER

1. Performs other duties which may be within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT:

Work year and salary to be determined by the Board of Education and the negotiated bargaining agreement.
Eleven (11) month Full Time Position

EVALUATION:

Counselors are evaluated by the Director of Guidance and Health Services. Performance of this job will be evaluated in accordance with state law, the collective bargaining agreement and the provisions of the board's policy on evaluation of certified staff.

BD. APPROVED:

August 1975 Original
September 20, 2005 Revised

Revised: August 1, 2015

**LEGAL
REFERENCES:**

N.J.S.A. 7F	Comprehensive Education Improvement and Financing Act
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	Dismissal and reduction in compensation of persons under tenure in public school system
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.S.A. 18A:25-2	Authority over pupils
N.J.S.A. 18A:25-4	School register; keeping
N.J.S.A. 18A:26-1	Citizenship of teachers, etc.
N.J.S.A. 18A:26-1.1	Residence requirement 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 noncitizens
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.A.C. 18A:37	Discipline of pupils
N.J.A.C. 6:3-3.2	Duty-free lunch period for teachers
N.J.A.C. 6:3-4.1	Supervision of instruction: observation and evaluation of nontenured teaching staff members
N.J.A.C. 6:3-4.3	Evaluation of tenured teaching staff members
N.J.A.C. 6:3-5.1	Standards for determining seniority
N.J.A.C. 6:3-6	Pupil records
N.J.A.C. 6:4-1.5	School and classroom practices
N.J.A.C. 6:8	Thorough and efficient system of free public schools
N.J.A.C. 6A:9-3.3	Professional Standards for Teachers
N.J.A.C. 6:11-3.1	Certificate required
N.J.A.C. 6:11-3.9	Oath of allegiance required
N.J.A.C. 6:11-3.10	Citizenship requirement
N.J.A.C. 6:11-5.1 et seq.	Requirements for provisional certificate
N.J.A.C. 6:11-6	Endorsements on the instructional certificate
N.J.S.A. 6:11-13.2	Amount, duration and content of required continuing professional development
N.J.A.C. 6:20-1	Attendance and pupil accounting
N.J.A.C. 6:26	Intervention and referral services for general education pupils
N.J.A.C. 6:29-7.4	Requirements of physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.