

THE PUBLIC SCHOOLS
Montclair, New Jersey

JOB DESCRIPTION

Position Title: **Guidance Counselor**

Qualifications:

1. Valid New Jersey School Counselor Certification or eligibility.
2. Knowledge of computerized master schedule use and development desirable.
3. Excellence communication and counseling skills.
4. Demonstrated ability to work effectively with students, families, staff and community.
5. Successful experience in diverse environments preferred.
6. Demonstrated aptitude or competence for assigned responsibilities.
7. Required criminal history check and proof of U.S. citizenship or legal resident alien status.
8. Ability to work on site during the hours required.
9. Required criminal background check and proof of U.S. citizenship or legal alien status.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Responsible to: Guidance Director, Building Principal, Building Assistant Principals

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. Assists students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores and other pertinent data and then works with students in evolving educational and career plans in terms of such evaluation.
2. Maintains all types of required student records and ensures their confidentiality.
3. Provides information and prepares recommendations to colleges for admissions and scholarships, as well as to potential employers and other agencies.
4. Works closely with teachers, administrators and other professional staff members, providing information and assistance where needed for the ultimate benefit of students.
5. Maintains a close relationship with the child study team.
6. Works closely with and involves parents in planning students' career plans, and assists in the resolution of school-related problems.
7. Assists in the organization and administration of standardized test programs.
8. Registers students new to the school, provides orientation and information relative to school procedures, curriculum and extracurricular opportunities.
9. 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.
10. Works to prevent students from dropping out of school, and assists those that do in finding alternative educational programs and/or employment.
11. Arranges for summer work and/or enrollment in summer school programs to make up noted deficiencies.
12. Maintains a professional office environment, appropriate relationships with students, and positive relationships with the building administration, parents, other staff.
13. Assists in the evaluation of current curriculum offerings and in the planning, selection and implementation of new course offerings.
14. Makes effective use of community and staff resources and coordinates services with other staff in order to increase the benefits for students.
15. Provides for a smooth transition from elementary school to high school/middle school, which may include orientation programs for students and parents.
16. Maintains professional competence and continuous improvement through in service education and other professional growth activities.
17. Enforces all board policies, administrative directions and state laws/regulations,
18. Performs other duties within the scope of his/her employment and certification as may be assigned or required by state law and board policies.

Terms of Employment: 10, 11 or 12 months as determined by the Board; salary and benefits as negotiated by the MEA.

Evaluation: Performance on this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.

ESTABLISHED: 1 2/84
Revised: 11/88, 5/94, 9/98, 9/21/2008