

# FLEMINGTON-RARITAN REGIONAL SCHOOLS

## JOB DESCRIPTION

**TITLE:** COUNSELOR

**QUALIFICATIONS:**

1. New Jersey Certificate as a School Counselor or in Student Personnel Services. .
2. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.

**REPORTS TO:** Building Principal and/or Assistant Superintendent

**JOB GOAL:** Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development of all students.

**PERFORMANCE RESPONSIBILITIES:**

1. Adheres to laws, Board policies, district regulations, school procedures, and ethical standards of the school counseling profession
2. Plans and maintains an effective comprehensive school counseling program.
  - a. Maintains on-going dialogue regarding the comprehensive school counseling program with school administrators
  - b. Assists in the development of the program plan for the effective delivery of the school counseling program based on the NJ Core Curriculum Content Standards, current “best practices” in school counseling, and in response to district and individual school data.
  - c. Communicates the goals of the comprehensive school counseling program to education stakeholders and community members.
  - d. Maintains and shares current appropriate resources for education students, parents, staff, and community members.
3. Delivers comprehensive school counseling program through guidance curriculum, individual student planning, preventive and responsive services and system support.
  - a. Provides leadership and collaborates with other educators in the school-wide integration of the Guidance Curriculum.
  - b. Implements developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.
  - c. Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals and plans when appropriate.
  - d. Collaborates with parent/guardians and educators to assist students with educational and career planning when appropriate.
  - e. Provides individual and group counseling to students with identified concerns and needs.
  - f. Consults and collaborates effectively with parents/guardians, teachers, administrators and other educational/community resources regarding students with identified concerns and needs.
  - g. Implements an effective referral and follow-up process.
  - h. Accurately and appropriately uses assessment procedures for determining and structuring individual and group counseling services.
  - i. Provides appropriate information to staff related to the comprehensive school counseling program.

- j. Accurately and appropriately interprets and utilizes student data.
- k. Assists teachers, parents/guardians and other stakeholders in interpreting and understanding student data.
- 4. Provides leadership to the Intervention and Referral Services Team (I&RS) pursuant to N.J.A.C. 6A:16-7.3
  - a. Willingly serves as team leader, record keeper, time keeper, and/or case coordinator as determined by the school principal.
  - b. Provides leadership and student advocacy in the development of I&RS action plans.
  - c. Assists in the scheduling and communication needs of the I&RS team.
  - d. Works with parents to encourage full and active participation in the I&RS process
  - e. Maintains written records of all I&RS action plans.
  - f. Assists in the annual review of data from I&RS action plans to ensure a reflective process aimed at enhancing every students' opportunity for academic, emotional, and social success.
- 5. Participates in scheduled departmental meetings with the Assistant Superintendent.
- 6. Participates in professional development activities to improve knowledge and skills relevant to their role as school counselor.
- 7. Uses available technology resources to enhance the school counseling program.
- 8. Assists in the organization, administration and interpretation of the District's testing program.
- 9. Assists in the orientation of new students in the District and assists in scheduling, where needed.
- 10. Performs other tasks as assigned by Administration.

**TERMS OF**

**EMPLOYMENT:** Salary for a ten-month year with compensation terms as per FREA Agreement.

**EVALUATION:** Performance of this job will be evaluated annually by the building principal in accordance with the Board's policy on evaluation.

**APPROVED BY:** Board of Education      **DATE:** July 14, 2008

**REVISED:** \_\_\_\_\_