

TITLE: GUIDANCE COUNSELOR

QUALIFICATIONS: New Jersey Teaching Certificate & New Jersey Pupil Personnel Certificate.

REPORTS TO: Superintendent of Schools, Principal, Vice Principal, and Director of Guidance.

TERM: 10 Months – Reports 5 days prior to teachers and remains 5 days after teachers are dismissed.

RESPONSIBILITIES:

1. Performs all non-instructional duties contained within the teachers' job description.
2. Assembles information about pupils.
 Maintains up-to-date and records.
 Arranges student transfers.
 Provides information needed to calculate class rank.
 Coordinates the issuance of transcripts for seniors.
3. Participates in the school testing program and assists in interpreting test results to parents, pupils and teachers.
4. Conducts conferences with parents and/ or teachers to help them better understand and assist with the educational. Vocational, personal and social adjustment plans of their children.
5. Organizes and disseminates materials of an occupational and educational nature for pupil, parent and staff use.
 Conducts special interest workshops for parents, i.e. financial aid.
 Keeps up-to-date file of guidance materials.
 Develops a guidance newsletter.
 Shows resourcefulness in developing a program of activities pertaining to career education.
 Assists in the planning of orientation workshops for 6th and 8th grade students.
 Visits classrooms to conduct group guidance sessions.
6. Assists and counsels students in course selection.
7. Directs students towards post-secondary educational and vocational opportunities.
 Arranges for college and vocational school tours.
 Invites community and college representatives to speak on career opportunities and training programs.
 Counsels students regarding sources of financial aid.
 Assists in the selection of post-secondary educational institutions on an individual basis.
8. Participates in research studies.

9. Utilizes the resources of the community in developing and expanding guidance services and activities.
10. Supplies information pertaining to the development, progress, and needs of the guidance program.
11. Carries out policies, rules and regulations of the board of Education and any other duties as deemed necessary by administration as related to the job.
12. Strives to improve his/her capabilities.
Keeps abreast of educational trends.
Makes visits to other school.
13. Assists in individual program planning.
Schedules students for classes
Is responsible for seeing that each student fulfills graduation requirements.
14. Provides services which meet the special needs of individual students.
Initiates the referral process.
Arranges home-tutoring assignments.
Provides assignments during periods of extensive student absence.

EVALUATION: Performance of this position will be evaluated annually in accordance with the provisions of the Board's Policy Evaluation of Professional Personnel.