

FRANKLIN TOWNSHIP SCHOOL  
Job Description

Title/Position: Guidance Counselor/School Counselor

Reports To: Superintendent/Principal and Vice Principal

Qualifications: NJ Teacher Certificate  
At least one year of successful teaching experience or experience with counseling and/or advising children.  
Broad knowledge of testing and evaluation, theories of individual and group counseling techniques and school counseling program design.  
Must demonstrate ability to communicate and work effectively with students, parents, staff and community groups and organizations.  
Such alternatives and/or additions to the above qualifications as the Board may find appropriate and acceptable.

Job Goal: To provide individual and group counseling and related school counseling services to students. This will include helping students overcome problems that impede learning, and to assist them in making educational and social decisions that hold promise for their personal fulfillment.

Terms of Employment: Full time, 10 months (per the QEA Negotiated Agreement)

Evaluation: Performance of this job will be evaluated in accordance with provisions of the board's policy on Evaluation of Teaching Staff Members.

Performance Responsibilities:

1. Identifies and counsels students in need of services for academic, social, emotional, personal, attendance, and/or crisis situations. Assists students with problem-solving and decision-making skills.
2. Creates an atmosphere in the school counseling office where students feel comfortable in seeking guidance and constructive advice.
3. Conducts classroom lessons on social skills, career education, study skills, character education, and other appropriate topics.
4. Promotes school counseling and intervention services for faculty, parents/guardians and students.
5. Remains abreast of current developments in the area of school counseling.

6. Provides administration with updated schedules and monthly reports of activities.
7. Organizes and attends monthly I&RS meetings and serves as a vital member.
8. Serves as a liaison between Child Study Team and the school.
9. Assists teachers with the development and implementation of classroom interventions, including program modifications for individual students as needed.
10. Functions as the testing co-coordinator for the school in collaboration with the district supervisor(s).
11. Participates in parent/guardian and teacher conferences as needed.
12. Attends grade level and team meetings as requested.
13. Develops and implements orientation programs for students and parents/guardians.
14. Communicates with the other school counselors in Hunterdon County to create consistency in the county's school counseling program.
15. Meets with new students and assists them in adjusting to their new school environment. Reviews new student cumulative folder information.
16. Maintains student records and ensures their confidentiality.
17. Participates in community activities to promote early intervention programs (i.e. academic, social, emotional substance abuse, and grant initiatives).
18. Facilitates positive, cooperative teacher-student relationships.
19. Assists teachers and administration in planning programs that address the needs of students.
20. Acts as a resource person in the development and/or updating of the district's substance abuse education program.
21. Assists with the development of student schedules, class lists, transition folders, and student placement cards.
22. Recommends and facilitates student involvement with peer mediation when appropriate.
23. Implements and/or follows administrative regulations and directives, board policy, and state law.

24. Facilitates positive, cooperative relations with parents/guardians and students, which may include being available to students and parents/guardians for education-related purposes outside the instructional day.
25. Maintains resource libraries, book lists and agency referral lists for parents/guardians and teachers.
26. Cooperates with other staff members in educational matters.
27. Shows concern for all students and staff regardless of race, creed, gender, ancestry, national origin or social economic status.
28. Continues his/her own professional growth.
29. Performs all other duties as assigned by the principal and/or supervisor.

Date Approved: