

ROSELAND SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:

SCHOOL COUNSELOR

QUALIFICATIONS :

1. Valid New Jersey Student Personnel Services, or Educational Services Certificate, or School Counselor certificate.
2. Master's degree in School Counseling
3. Previous experience as a classroom teacher preferred.
4. Strong analytical, communication, writing and interpersonal skills.
5. Ability to exhibit initiative and good judgment.
6. Proficiency in appropriate computer applications.
7. Ability to exhibit professionalism and confidentiality in all situations.
8. Demonstrated organizational skills and ability to maintain accurate records.
9. Broad knowledge of theories of individual and group guidance techniques, elementary school guidance program design.
10. Demonstrated ability to communicate and work effectively with students, parents, staff, community groups and organizations.
11. Required criminal history check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO:

Principal

JOB GOALS:

To provide a proactive, developmental elementary school counseling program which focuses on students' social, emotional and academic needs. These needs will be met through prevention, early identification and intervention on academic, personal and emotional levels to prevent problems from escalating and interfering with learning.

Job Description School Counselor

PERFORMANCE RESPONSIBILITIES:

The Counselor will meet the challenge of addressing the social, emotional, behavioral academic needs of students, staff and community through the following means:

1. **Educational Assistance** - Assists students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individualized standardized test scores and other pertinent data. Works with students in evolving educational plans in terms of such evaluation.
2. **Student Records** – Maintains student records and ensures confidentiality
3. **Classroom Lessons** – Provides classroom lessons covering such topics as character education and other topics aligning with district goals.
4. **Short-term Individual Counseling**- Available to students who may need short term personal counseling (adjustment/school phobia, fears/anxiety, family change, behavioral issues and crisis intervention due to tragedy).
5. **Small Group Work** - Small groups will be created to help students facing similar issues. These could focus on some of the following: divorce, loss, social skill building, peer modeling, anger, friendship etc.
6. **School-wide Programs** – Organize school wide programs to raise awareness or support for a topic. Examples are: No-name calling week, drug and alcohol prevention, bullying as well as school-wide conflict resolution initiatives.
7. **Transitions** - Provides for a smooth transition from elementary school to middle school, which may include orientation programs for students and parents; provides orientation and information to new students and parents relative to school procedures, curriculum and extracurricular opportunities.
8. **Parents** – Works closely with and involve parents in the resolution of school related problems.
9. **Collaboration/Consultation with Staff**-Serve as a resource for administrators, classroom teachers and specialists.
10. **Child Study Team** – Maintains a close relationship with the Child Study Team to assist and help children as needed.

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11. **Anti-Bullying Specialist and Chairperson of the School Climate and Safety Team** – Works with Anti-Bullying Coordinator to handle, investigate and report incidents of Harassment, Intimidation and Bullying. Responsible for working with Administrative Assistant to complete and submit self-assessment and reports in compliance with state law. Coordinates activities with members of the SCST aimed at promoting a positive school climate and an anti-bullying awareness in school. These will include but are not limited to the Week of Respect in October.
12. **Professional Development** -Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
13. **Program Evaluation** – Annually evaluates the effectiveness of the school counseling program and makes adjustments.
14. **Other** Perform other duties within the scope of his/her employment and certification as may be assigned by the building administrator.

TERMS OF EMPLOYMENT:

This is a ten month position with compensation being determined in accordance with the appropriate negotiated agreement.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation.

Approved: September 27, 2012
 January 5, 2017
 August 24, 2017