

**RIVER VALE BOARD OF EDUCATION
RIVER VALE, NEW JERSEY**

JOB DESCRIPTION

TITLE: GUIDANCE COUNSELOR

QUALIFICATIONS:

1. N.J. Student Personnel Services Certificate or Eligibility
2. Minimum of 3 years successful teaching experience and/or experience in counseling service; knowledge of computerized master schedule development desirable.
3. Broad knowledge of testing and evaluation, theories of individual and group guidance techniques, elementary school guidance program design.
4. Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations.
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Principal

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.

Specific Duties and Responsibilities:

1. Plan and assist district and building level administration in implementing an effective guidance counseling program.
2. Assess the progress, accomplishments and discipline of students on a continuing basis and provide and maintain required written reports, weekly activity logs and end-of-year summary report.
3. Provide individual and group counseling to students.
4. Assist in student scheduling.
5. May be appointed as a school(s) Anti-Bullying Specialist as defined in N.J.S.A. 18A:37-13.
6. Provide consultation services to staff and parents.
7. Serve as a liaison between child study team and teachers and maintain continuing communication with the child study team.
8. Confer with students, teachers, child study team, administrators, and parents on individual student progress.

9. Plan, develop and coordinate student-oriented counseling programs.
10. Plan and coordinate orientation programs for new students such as incoming kindergarten and transition into 6th grade for students. The middle school guidance counselor shares responsibility in the planning and coordination of grade eight transition activities to the regional high school.
11. Assume responsibility for the development of peer leadership, peer support groups, conflict resolution activities and other guidance programs.
12. Coordinate and schedule Intervention and Referral Services (I&RS).
13. Coordinate standardized testing and interpret results to staff and peers.
14. Assist with creating the honor roll, if applicable.
15. Assist with the coordination of end-of-the-year awards activities and graduation/moving up ceremonies.
16. Coordinate John Hopkins Talent Search, if applicable.
17. Participate in the Regional Guidance Articulation Committee.
18. Assist in coordinating substance abuse activities.
19. Prepare and monitor implementation of 504 accommodation plans.
20. Serve as a liaison between home and school.
21. Serve as an active member of the Crisis Intervention Team.
22. Assist in the writing and implementation of the guidance curriculum.
23. Perform other duties which may be within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT:

Work year and salary to be determined by the Board of Education.

EVALUATION:

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

REVISED:

May 14, 2013
April 12, 2011

BOARD APPROVED:

9/7/2010