

RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT JOB DESCRIPTION MANUAL

INSTRUCTIONAL STAFF

SCHOOL GUIDANCE COUNSELOR

QUALIFICATIONS:

1. Holds valid New Jersey Educational Services Certificate and School Counselor Endorsement.
2. Has a minimum of three years' successful teaching experience and/or experience in counseling service; knowledge of computer-based record keeping and scheduling desirable.
3. Demonstrates a broad knowledge of testing and evaluation, theories of individual and group guidance techniques, elementary/secondary school guidance program design and career/educational information and placement.
4. Demonstrates ability to communicate and work effectively with students, parents and staff, as well as community groups and organizations.
5. Successfully completes required criminal history background check and has proof of U.S. citizenship or legal resident alien status.
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

REPORTS TO: Director of School Counseling, Student Wellness, and College & Career Readiness

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.

SCOPE OF RESPONSIBILITY:

1. Counseling
 - a. Assists students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores and other

pertinent data. Works with students in evolving educational and career plans in terms of such evaluation.

- b. Provides individual counseling sessions for assigned students in dealing with their personal needs as they affect school performance, as well as their educational and career plans.
- c. Provide small and large group counseling session, as needed, to address students' personal, educational and career plans.
- d. Assists students in course selections and the scheduling process.
- e. Works to prevent students from dropping out of school, and assists those that do in finding alternative educational programs.
- f. Assists in making arrangements for enrollment in summer school programs to make up noted deficiencies.
- g. Participates in follow-up studies of former students for the purpose of improving services and evaluating the effectiveness of the educational program being offered by the school.
- h. Provides emergency support to students as needed during crises.
- i. Provides counseling services pursuant to law, code, and Board policy; and follows guidelines by the Commissioner of Education including, but not limited to, guidelines regarding transgender students and child trafficking.
- j. Assists in the resolution of school-related problems.

2. Staff and Parental Consultation

- a. Maintains a close relationship with the Child Study Team, and RFH Wellness Counselors, HIB Coordinator and Anti-Bullying Specialists, articulating and collaborating upon administrative directives and recommendations as needed.
- b. Supports and assists the efforts of the Comprehensive Support for Students Committee, the Core Team, and other appropriate groups.
- c. Serves as a consultant to both parents and faculty concerning matters related to guidance services.

- d. Confers with parents and staff regarding students with problems and/or special needs.
- e. Serves as a resource person for administration in matters relating to student and guidance services; provides thorough and timely reports, data, etc. as request by administration.

3. Articulation / Registration

- a. Articulates, under the supervision of the *Director of School Counseling, Student Wellness, and College & Career Readiness*, with administrative and teaching staff from Pre-K-8 sending schools;
- b. Registers students new to the school/district and in providing orientation and information related to school procedures, curriculum and extracurricular opportunities.
- c. Participates in planning and implementing programs which contribute to a smooth transition between grade levels and/or to post-secondary education, which may include orientation programs for students and parents.
- d. Serves as a resource for information regarding the educational program, activities and services of the school.

4. Record Keeping

- a. Supervises the maintenance and ensures the confidentiality of cumulative records for assigned students in accordance with state and federal laws and regulations, as well as Board policy.
- b. Provides information and prepares recommendations to colleges for admissions and scholarships, as well as to potential employers and other agencies for assigned students.
- c. Maintains counseling records (i.e. summary log) regarding conferences or other sessions with assigned students and ensures confidentiality of student records in accordance with state and federal laws and regulations, as well as Board policy.
- d. Maintains a “tickler file” of students in danger of not graduating. Articulates regularly with parents, students, and RFH Leadership Team with regard to progress.

5. Assessment

- a. Assists in the administration of state-mandated and school-designed assessment programs.
- b. Reviews and interprets results of assessment programs for assigned students and utilizes results for counseling purposes.
- c. Contributes to the evaluation of current curriculum offerings.
- d. Assists in developing and implementing an evaluation plan for the Guidance Services Program and utilizing results to determine strengths and areas in need of improvement.

6. Professional Development

- a. Maintains and enhances job-related skills and knowledge through professional reading and participation in appropriate workshops, conferences, meetings or other activities in accordance with district procedures.
- b. Contributes to the professional development of district staff by providing information and assistance about the Guidance Program and the students it serves.

7. School/Community Relations

- a. Strives to establish cooperative relations and make a reasonable effort to communicate with parents when necessary and appropriate.
- b. Utilizes the resources of the community in developing and enhancing guidance services and activities.
- c. Cooperates and shares professionally with members of the staff.
- d. Assists in interpreting the Guidance Services Program within the schools and community.
- e. Assists community agencies and resource people who deal with students' needs.

8. Other Assigned Duties

- a. Performs such other duties as may be assigned by the Superintendent, Director of School Counseling, Student Wellness, and College & Career Readiness, and Principal.

TERMS OF EMPLOYMENT: Ten-month work year with additional, stipend-based summer hours. Compensation and other terms and conditions of employment established by the Collective Bargaining Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

ANNUAL EVALUATION: Performance of the position will be evaluated in accordance with State law, the regulations of the New Jersey Department of Education, and the provisions of the Collective Bargaining Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

APPROVED BY THE RFH BOARD OF EDUCATION: March 28, 2022