

EASTERN CAMDEN COUNTY REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

GUIDANCE COUNSELOR

QUALIFICATIONS:

1. A master's degree from an accredited college or university.
2. Holds or is eligible for a New Jersey School Counselor Certificate.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

Supervisor of Guidance

JOB GOALS:

To facilitate learning and to assist students in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible adults.

PERFORMANCE RESPONSIBILITIES:

1. Maintains a professional attitude toward students, which creates a positive atmosphere for counseling.
2. Endeavors to maintain a professional relationship with parents and students.
3. Evaluates the progress of assigned counselees on a regular basis, and counsels students in personal growth and self-understanding.
4. Maintains accurate records for individual students.
5. Works collaboratively with department members in planning and implementing various guidance programs throughout the academic year.
6. Identifies counselees in need of specialized services and initiates the necessary referral procedures.

7. Maintains communications with parents, teachers, and administrators to serve the best interest of students.
8. Assists students in planning their educational programs of study through curriculum subject selections and post secondary goals.
9. Demonstrates knowledge of pupil personnel services, and maintains strict confidentiality.
10. Follows departmental and school procedures, and upholds and enforces school rules, administrative regulations and board policy.
11. Demonstrates proficiency in computer skills and knowledge of computer programs.
12. Understands the Internet and has the ability to access relevant guidance information.
13. Performs all other duties as assigned.

TERMS OF EMPLOYMENT:

Ten (10) month year

EVALUATION:

This position will be evaluated in accordance with Board of Education policies.

APPROVED:

November 16, 2016