

MORRIS SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: SCHOOL COUNSELOR

REPORTS TO: Director of Guidance/Principal

QUALIFICATIONS: New Jersey Certification as a School Counselor

RESPONSIBILITIES: In fulfillment of his/her general responsibility, the School Counselor shall:

1. Provide educational, social and emotional support for all counselees.
2. Provide individual and group counseling for counselees in such areas as school orientation, self-awareness, value clarification, decision-making, goal setting and schedule planning.
3. Conduct structured, goal oriented counseling sessions in response to identified needs of individuals and groups of students.
4. Consult with and serve as a resource for teachers, staff and parents/guardians regarding the developmental needs of students.
5. Provide opportunities for staff consultation, concerning the progress/development of all counselees.
6. Coordinate EPP plans, as per state requirements, for students who require these services based on standardized results.
7. Collaborate with department social workers to coordinate services for students in need (i.e.: outside counseling, drug rehabilitation, etc.)
8. Understand community resources available to students and families in need.
9. Provide a link between students/parents/guardians with appropriate community resources and outside agencies.
10. Participate in multidisciplinary activities for selected students by contacting and meeting with special education staff members.
11. Help resolve student/teacher conflicts by meeting with the student(s) and teacher individually or in groups to determine the nature and extent of the problem and to outline possible remedial strategies.
12. Be available for parent conferences in conjunction with the regular school wide conference.

13. Provide counselees with educational and vocational information and experiences designed to enhance self-appraisal and effective planning for the future.
14. Assist students and parent/guardians with the college preparation process.
15. Assist students and parents/guardians in employment preparation and/or post-secondary education upon graduation from high school.
16. Keep up to date and is knowledgeable about, colleges, other post-secondary institutions, industries, armed services, SAT, PSAT, ACT, AP and ASVAB testing.
17. Provide students with resources for vocational/technical, career, college, military information and employment opportunities.

18. Provide information to parents/guardians and students that relate to standardized testing dates, college visitation dates, deadlines for filing applications, presentations that are held with college and technical school representatives, career speakers and dates of military recruiter visits.
19. Keep updated about special summer and gap year programs available to students and share with students/parents/guardians.
20. Work with students who choose to leave MHS, prior to graduation, to determine the availability of appropriate programs for them to pursue.
21. Process post-secondary and scholarship applications.
22. Write letters of recommendation for students who want to enter post-secondary institutions or are applying for jobs.
23. Prepare and process scholarship materials; establish, organize and meet with scholarship committees; make scholarship applications available to students; and guide students through the total process.
24. Meet with students individually or in groups to discuss credits, courses and entrance exams required by colleges and technical schools.
25. Advise students regarding the accuracy and completeness of records and credits and perform periodic transcript and credit checks from grades nine through 12 with an emphasis on the senior year.
26. Provide written contact and telephone calls to parents/guardians of senior students who are deficient in their credit status.
27. Provide information to students needing to attend summer programs to make up credit deficiencies.
28. Meet with students and/or parents/guardians prior to and during the registration process, inform them of classes relative to course selection and assist the administration in the registration and scheduling process.
29. Assist new, transfer and foreign exchange students in enrollment, registration, class selection, grades in progress and the transfer of credits. He/she shall conduct a screening of cumulative records and/or parent/guardian/student interviews of all students new to the school.
30. Evaluate credits from outside sources.
31. Conduct orientation meetings with all eighth grade public and private middle school students/parents/guardians to provide information regarding class offerings and registration procedures.
32. Collaborate with case managers and, when appropriate, teachers regarding course recommendations for students.

33. Make recommendations to students regarding course selection that take into consideration the student's abilities, background and interests.
34. Provide individual counseling for students regarding scheduling upon request of the student or his/her parent/guardian.
35. Connect with students and parents/guardians after the master schedule is developed to make any necessary changes in students' schedules.
36. Attend professional conferences and conferences, including college visits, related to the overall guidance program.
37. Participate in any meetings deemed necessary by the Director of Guidance and the Principal.
38. Work, in a team approach, to develop and present focused programs offered by the department.
39. Develop knowledge of special programs used by the department.
40. Understand, enforce and be able to relate school policies to students/parents/guardians.
41. Perform other duties as assigned by the Superintendent or his designee.

CONTRACT TERMS

OF EMPLOYMENT: Ten month position.

Title Changed and revised:	February 14, 2011
Approved:	April 14, 1986
By:	Board of Education Morris School District