

DELRAN TOWNSHIP SCHOOL DISTRICT

Counselor, High School

Reports to: Principal

Job Goal: To provide, as a member of the Counseling Department, a comprehensive guidance program for students in grades 9-12 and specifically provide activities to meet the needs of their assigned case-load; consult with teachers, staff and parents to enhance their effectiveness in helping students; and provide support to other high school educational programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Counsel groups or individual students through the development of educational and career plans.
- Counsel small groups and individual students with problems; refer severe problems to appropriate community resources.
- Consult with teachers, staff and parents regarding meeting the developmental needs of students.
- Evaluate and revise the building counseling program.
- Conduct counseling activities in the classroom in conjunction with administration and teachers.
- Consult with teachers to facilitate the infusion of counseling activities into the regular education curricula.
- Interprets post-high school opportunities and available information regarding career, college, military and life style decisions
- Group facilitator for Pupil Assistance Committee (PAC).
- Responds to crisis situations when appropriate.
- Proctors HSPA, SAT, PSAT, and other standardized tests.
- Attends 8th grade orientation at Middle Schools, College Night, Honors Night Program evening parent meetings and other parent information meetings (HSPA, Parents of Juniors),
- All other duties as assigned by your immediate Manager and/or Superintendent.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions,

EDUCATION and/or EXPERIENCE:

Master of Arts degree in counseling, counselor endorsement.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid N.J. Teaching Certificate/N. J. Certificate of Student Personnel Services

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general counseling periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plan and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to use appropriate language and accompanying techniques with adolescents on one to one bases as well as in groups. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication.

PHYSICAL REMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continuously required to sit and talk or hear. Occasionally the employee will repeat the same hand, arm or finger motion many times. The employee must be able to attend meetings in the evening and at other locations. Specific vision abilities required by this job include close vision such as ability to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

EVALUATION:

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

APPROVED BY THE BOARD OF EDUCATION: May 07, 2012