

**PLEASANTVILLE PUBLIC SCHOOLS  
PLEASANTVILLE, NEW JERSEY  
JOB DESCRIPTION**

**Special Services**

**Certified**

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**TITLE: SCHOOL COUNSELOR – SECONDARY**

**QUALIFICATIONS:**

1. Hold a New Jersey Educational Services Certificate with a School Counselor Endorsement in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11.
2. Have excellent experience in teaching and working with children.
3. 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. Demonstrate knowledge and understanding of the components and strategies of a comprehensive developmental guidance program, learning assessment and diagnosis, research related to learning and the resources in the school and community to assist elementary students.
5. 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.
6. Exhibit positive interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Strong interpersonal and communication skills.
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment
9. Demonstrate the ability to communicate effectively and concisely in English, both orally and in writing, using proper grammar and vocabulary.
10. Have excellent integrity and demonstrate good moral character and initiative. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.
11. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6- 7.1.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4
14. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable and legal.

**REPORTS TO:** Principal and/or Designated Administrator

**JOB GOAL:**

Assumes professional responsibility for providing comprehensive developmental guidance and counseling services for in the areas of educational and career planning, and social and emotional development so that each student develops the skills, attitudes, and knowledge to meet and exceed the Content Standards. Working collaboratively with other members of the school staff and with parents the School Counselor acts as an advocate for the student, arranging for appropriate resources when necessary, and assisting students in the understanding the school and its environment, understanding themselves and their relationships with others, and understanding their strengths and needs and planning for future educational and career opportunities.

## SCHOOL COUNSELOR – SECONDARY (continued)

### PERFORMANCE RESPONSIBILITIES:

#### Direct Assistance to Students

1. Assists students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores and other pertinent data.
2. Works with students in evolving educational and career plans in terms of such evaluation.
3. Provides information and prepares recommendations to colleges for admissions and scholarships, as well as to potential employers and other agencies.
4. Maintains a close relationship with the child study team following directives and recommendations as needed.
5. Maintains a close relationship with the student assistance coordinator and the anti-bullying specialist following directives and recommendations as needed.
6. Registers students new to the school, provides orientation and information relative to school procedures, curriculum and extracurricular opportunities.
7. Arranges for summer work and/or enrollment in summer school programs to make up noted deficiencies.
8. Provides for a smooth transition from elementary school to high school/middle school, which may include orientation programs for students and parents.

#### Transition to College and Career

9. Works closely with and involves parents in planning students' career plans, and assists in the resolution of school-related problems.
10. Assists in the organization and administration of standardized test programs. Provides timely notice and information to students and parents of opportunities to take SAT, ACT and AP exams.
11. Works to prevent students from dropping out of school, and assists those that do in finding alternative educational programs and/or employment.

#### Office Management

12. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Principal. Maintain accurate attendance records. Account for all funds collected from students
13. Maintains a professional office environment.
14. When a co-worker is unavailable, whenever possible provides interim assistance to students or parents with urgent needs.
15. Maintains student records and ensures their confidentiality.
16. Works closely with teachers, administrators and other professional staff members, providing information and assistance where needed for the ultimate benefit of students.
17. Gathers information on colleges and careers. Keeps this information accessible to students and parents in an organized arrangement.
18. Deals with confusion and emergencies in a friendly, supportive, calm manner. Assists agitated or confused students in re-composing themselves during situations where the student has a problem or personal setback.
19. Notifies students of upcoming opportunities to meet with college recruiters, job fairs, and outside career counselors.

#### Program Evaluation

20. Assists in the evaluation of current curriculum offerings and in the planning, selection and implementation of new course offerings.
21. 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.
22. Uses the internet to gather current information about colleges and career programs. Compares on-line and

## SCHOOL COUNSELOR – SECONDARY (continued)

published information with first-hand accounts from returning graduates in order to gain a full, current picture of the actual situation, rather than relying on outdated impressions.

23. Retains essential information for parents and students such as college graduation rates.
24. Shares research and findings with colleagues and students in order to improve counseling services.

### Other

25. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
26. Performs other duties within the scope of his/her employment and certification as may be assigned.
27. Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
28. Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
29. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
30. Attend required staff meetings and serve, as appropriate, on staff committees. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
31. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
32. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Summarize, interpret, and disseminate current developments in learning, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
33. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
34. Recommend to the Principal the supplies and equipment needed to support instruction and assist with ordering, following established procedures.
35. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
36. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
37. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and assigned supervisor, and not otherwise prohibited by law or regulation.
38. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.

SCHOOL COUNSELOR – SECONDARY (continued)

4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

**ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

**TERMS OF EMPLOYMENT:** 10-month employee, salary and work year as set by the PEA Contract.

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Pleasantville Board of Education

Date: October 13, 2015

Revised: January 17, 2023

**LEGAL REFERENCES:**

<u>N.J.S.A.</u> 18A:6-7.1	Criminal History Record; Employee In Regular Contact With Pupils; Grounds For Disqualification From Employment; Exception
<u>N.J.S.A.</u> 18A:6-10	Tenure Employees Hearing Law
<u>N.J.S.A.</u> 18A:16-1	Officers And Employees In General
<u>N.J.S.A.</u> 18A:16-2	Physical Examinations; Requirement
<u>N.J.S.A.</u> 18A:25-2	Authority Of Pupils
<u>N.J.S.A.</u> 18A:26-1	Citizenship Of Teachers, etc.
<u>N.J.S.A.</u> 18A:26-1.1	Residence Requirements Prohibited
<u>N.J.S.A.</u> 18A:26-2	Certificates Required; Exception
<u>N.J.S.A.</u> 18A:27	Employment And Contracts
<u>N.J.S.A.</u> 18A:28-3	No Tenure For Noncitizens
<u>N.J.S.A.</u> 18A:28-5	Tenure Of Teaching Staff Members
<u>N.J.S.A.</u> 18A:28-8	Notice Of Intention To Resign Required
<u>N.J.S.A.</u> 18A:40A	Substance Abuse
<u>N.J.A.C.</u> 6A:7	Managing For Equality And Equity In Education
<u>N.J.A.C.</u> 6A:8	Standards And Assessment
<u>N.J.A.C.</u> 6A:9	Professional Licensure And Standards

**SEE PARTICULARLY:**

<u>N.J.A.C.</u> 6A:9-3.3	Professional Standards For Teachers
<u>N.J.A.C.</u> 6A:9B	State Board Of Examiners And Certification

**SEE PARTICULARLY:**

<u>N.J.A.C.</u> 6A:9B-5	General Certification Policies
<u>N.J.A.C.</u> 6A:9B-8	Requirements For Instructional Certificate

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N.J.A.C. 6A:9B-12.8 School Counselor  
N.J.A.C. 6A:9C-3 Required Professional Development For Teachers And School Leaders  
N.J.A.C. 6A:10 Educator Effectiveness

SEE PARTICULARLY:

N.J.A.C. 6A:10-2.1 ET SEQ. Evaluation Of Teaching Staff Members  
N.J.A.C. 6A:10-4.1 ET SEQ. Components Of Teacher Evaluation  
N.J.A.C. 6A:10-6.1 ET SEQ. Evaluation Of Teaching Staff Members Other Than Teachers, Principals, Vice Principals and Assistant Principals

N.J.A.C. 6A:16 Programs To Support Student Development  
N.J.A.C. 6A:17 Students At Risk Of Not Receiving A Public Education  
N.J.A.C. 6A:30 Evaluation Of The Performance Of School Districts  
N.J.A.C. 6A:32-4 Employment Of Teaching Staff  
N.J.A.C. 6A:32-5.1 Standards For Determining Seniority  
N.J.A.C. 6A:32-6 School Employee Physical Examinations  
N.J.A.C. 6A:32-7 Student Records  
N.J.A.C. 6A:32-8 Attendance And Pupil Accounting  
N.J.A.C. 6A:32-12 Student Behavior

Immigration Reform And Control Act Of 1986, 8 U.S.C.A 1100 Et Seq.

No Child Left Behind Act Of 2001, P. L. 107-110, 20 U.S.C.A. 6301 Et Seq.