

Robbinsville Board of Education

155 Robbinsville Edinburg Road

Robbinsville, NJ 08691

Phone: 609-632-0910 (2201) / Fax: 609-371-7964

Title: Guidance Counselor

Reports to: Principal

JOB GOAL: Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students.

QUALIFICATIONS:

- Master's degree from an accredited college or university
- Valid NJ school counselor certification/license
- Experience teaching
- Excellent written and verbal skills
- Required criminal history background check and proof of US citizenship or legal resident alien status

PERFORMANCE RESPONSIBILITIES:

- Provides individual and group counseling to students.
- Develops and maintains a written plan for effective delivery of the school counseling program based on Robbinsville Board of Education & NJ Standards.
- Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals, and plans.
- Consults and collaborates effectively with parents/guardians, teachers, administrators, and other educational/community resources regarding students with identified concerns and needs. Implements an effective referral and follow-up process as needed.
- Provides appropriate information to school personnel related to the comprehensive school counseling program.
- Assists teachers, parents/guardians, and other stakeholders in interpreting and understanding student data.
- Uses available technology resources to enhance the school counseling program.
- Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.
- Conducts a yearly program audit to review extent of program implementation and effectiveness. Collects and analyzes data to guide program direction and emphasis. Measures results of the comprehensive school counseling program activities and shares results as appropriate with relevant stakeholders.
- Monitors student academic performance, behavior, and attendance and facilitates appropriate interventions.
- Work as an integrated member of the student support team.
- Show professionalism including but not limited to integrity, advocacy and maintain confidentiality.
- Demonstrate deep commitment to professional learning and actively participates in the design and implementation of PD that is focused on driving exceptional outcomes for students.
- Act with the mindset of preparing students to attend and complete a four-year college degree, or rigorous post-secondary professional preparation.

- Identify intellectual, physical, social, and emotional needs affecting students' success in school, and take steps to secure resources necessary to address these needs in collaboration with colleagues.
- Discuss, celebrate, and reinforce character as well as social-emotional skills.
- Assist students and teachers in the formulation of academic, personal/social, and career plans, based on the knowledge of student needs.
- Plan the counsel program integrated with the regular school program, and including developmental guidance, intervention, and responsive services. This involves individual crisis prevention, intervention, and response.
- Create a welcoming environment where every student matters and participates.
- Advise and assist in the establishment of school norms and routines that foster civility, mutual respect and provide for equitable participation in classroom discourse.
- Work collaboratively in a team of staff to develop and track specific and ambitious yet attainable goals for each student.
- Maintain records and submit them in a timely fashion.
- Evaluate student performance on established social emotional and character development rubrics.
- Use data from formal and informal assessments to evaluate student understanding and inform counseling or guidance decisions.

Student, Family, and Community Relationships

- Participate in the school professional community and promote a culture of excellence, characterized by high levels of transparency, shared responsibility for students, collaboration, organization, and efficiency.
- Communicate in a positive, engaging, and meaningful way with students, families, and colleagues.
- Invest parents and families in their children's academic success and the creation of high expectations for student achievement through regular communication of successes and challenges.
- Create opportunities for families to share what they know about their students and also provide feedback, concerns, and questions.
- Refer students that are struggling academically, socially, emotionally, or academically to the school-based intervention team.

BOARD OF EDUCATION APPROVAL: