



UPPER SADDLE RIVER SCHOOLS
Upper Saddle River, NJ 07458

JOB DESCRIPTION

I Title: Guidance Counselor

II Qualifications:

- A. Valid New Jersey Educational Services Certificate and School Counselor Endorsement or eligibility
- B. Minimum experience as determined by the board; knowledge of computerized master schedule development desirable
- C. 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
- D. Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations
- E. Required criminal history check and proof of U.S. citizenship or legal resident alien status

III Primary Function: To help students achieve personal fulfillment by providing them with guidance and counseling services to make successful personal, educational and occupational life plans.

IV Reports to: Principal/Designated Administrator

V Major Duties and Responsibilities:

- A. Assists students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores, and other pertinent data. Works with students in evolving educational and career plans in terms of such evaluation.
- B. Maintains student records and ensures their confidentiality.
- C. Provides information and prepares recommendations for admissions and scholarships, as well as to potential employers and other agencies.
- D. Works closely with teachers, administrators and other professional staff members, providing information and assistance where needed for the ultimate benefit of students.
- E. Maintains a close relationship with the child study team following directives and recommendations as needed.
- F. Works closely with and involves parents in planning students' career plans, and assists in the resolution of school-related problems.
- G. Assists in the organization and administration of standardized test programs.

GUIDANCE COUNSELOR

- H. Assists in registration of students new to the school, provides orientation and information relative to school procedures, curriculum and extracurricular opportunities.
 - I. 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.
 - J. Works to prevent students from dropping out of school, and assists those that do in finding alternative educational programs and/or employment.
 - K. Assists in arranging for summer work and/or enrollment in summer school programs to make up noted deficiencies.
 - L. Maintains a professional office environment.
 - M. Assists in the evaluation of current curriculum offerings and in the planning, selection and implementation of new course offerings.
 - N. Makes effective use of community resources in developing and expanding guidance services and activities.
 - O. Provides for a smooth transition from elementary school to high school/middle school, which may include orientation programs for students and parents.
 - P. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
 - Q. Performs other duties within the scope of his/her employment and certification as may be assigned.
- VI **Terms & Conditions of Employment:** Compensation, benefits, workday and year as defined by the negotiated contract between the USRBOE and USREA.
- VII **Evaluation:** Annual evaluation by supervisor as defined in the USREA – USRBOE contract, state law/code, and Board policy.