

**Hillsborough Township School District
JOB DESCRIPTION**

- Title:** • Guidance Counselor / College and Career Counselor
- Certification:** • New Jersey Department of Education School Counselor Certificate
- Qualifications:** • Holds or is eligible for a New Jersey Educational Services certificate with student personnel services endorsement.
- Demonstrates experience with current software applications, including Naviance and other college/career interest packages.
 - Experience with the college admissions process and career training preferred.

Primary Function: The Guidance Department is an integral part of the total educational program. Its services seek to focus on the belief that each student is an individual with unique goals, experiences, problems, abilities and resources, and each student must be counseled as an individual. In keeping with this philosophy, the counselor seeks to establish a working relationship with all students in developing an awareness of their strengths and weaknesses, self-understanding, self-responsibility, decision-making, and developing values, attitudes and skills required to cope with and accomplish a more fulfilling life in today's complex society.

Working in conjunction with the Guidance Department, the College and Career Counselor (CCC) will oversee college visits and interactions with college admissions representatives, assist students with researching colleges and narrowing down selections for applications through the Naviance program and one-to-one meetings, and establish excellent working relationships with college representatives. In addition the CCC will broaden student access to institutions outside the school's network, including the military, and establish a "Speakers Bureau of Career Representatives". The CCC will also, as appropriate, supervise field trips and visits for career and college exploration.

- Report Level:**
- Principal
 - Director of Guidance

Major Duties and Responsibilities:

1. Collaborates with school counselors to provide effective college/career counseling for students, including but not limited to college essays, applications, financial aid, interviewing skills, job applications, training programs, and military programs, etc.
2. Meets with juniors and seniors individually and in groups to talk about the college application process and college choices.
3. Conducts scheduled interviews with each student assigned and remains available for further counseling at students' requests when appropriate.
4. Counsels student in personal growth, self-understanding, maturity, and future goals.
5. Maintains thorough and comprehensive student information and ensures confidentiality.

6. Participates with other members of the pupil personnel services team in respect to meeting the needs of the students.
7. Disseminates career information and serves as a career resource person for the implementation of appropriate career awareness programs.
8. Initiates and available for requested parent conferences, when necessary, to help them better understand and assist in the educational, vocational, college and personal guidance of their children.
9. Provides information and prepares college/employment recommendations when requested.
10. Provides assistance to students by collecting information about available scholarships and assisting students in the application process.
11. Coordinates all college information sessions and on-site visitations, including the College Fair.
12. Posts information on the guidance webpage and in other appropriate forums regarding awards and scholarships, college open houses, information sessions, visitations, fairs, summer enrichment programs, and other relevant opportunities for students.
13. Serves as a student advocate, when appropriate, in situations requiring assistance in the college and career process.
14. Works closely with teachers, administrators and other professional staff members by providing information and assistance where needed for the ultimate benefit of students.
15. Maintains an ongoing working relationship with the Child Study Team, following recommendations as needed.
16. Develops follow-up studies of former students for the purpose of improving college and career counseling services and evaluating the effectiveness of the current services being offered by the school.
17. Assists in the efforts to prevent student drop-outs and in finding those alternative educational programs and/or employment for those who do.
18. Maintains a professional office environment.
19. Devises strategies to increase enrollment in four year colleges and universities.
20. Initiates, assembles, maintains and interprets accurate cumulative records, activity records and uniform transcript records for assigned students. Maintains and protects the confidentiality of student records in keeping with the college application process and any information requested and / or required by post-secondary institutions.
21. Acts as consultant to staff, parents, learning institutions, community agencies, business and industry in reference to the student's growth and development.

22. Maintains a current knowledge of trends and techniques within the CCC field and actively pursues continuous professional improvement through his / her performance evaluations and individual professional improvement plans. This may include counselor college tours and professional development seminars to maintain this knowledge.
23. Serves as the Associate AP Testing Coordinator under the supervision and direction of the Director of Guidance/school and or district test coordinator.
24. Serves as the Associate Supervisor for PSAT testing including test coordination under the supervision and direction of the Director of Guidance/School and or district test coordinator.

TERMS OF EMPLOYMENT: In accordance with negotiated agreement.

EVALUATION: In accordance with the Board of Education policy.

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