

COUNSELOR – MIDDLE/HIGH SCHOOL

The primary responsibility of the counselor is to the student, and the goal of every counselor will be to help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for personal fulfillment as mature men and women.

QUALIFICATIONS:

1. A Master's degree from an accredited college or university with a major in Guidance and Counseling and course work in Psychology, Testing and Measurement, Sociology, and Education.
2. A Teacher's Certificate or fulfillment of requirements for certification.
3. A certificate as a Guidance Counselor.
4. A minimum of three (3) years of teaching experience.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

PERFORMANCE RESPONSIBILITIES:

1. Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning.
2. Aids students in course and subject selection.
3. Maintains student records and protects their confidentiality.
4. The counselor will make every effort to schedule at least two counseling sessions per semester for each assigned student, so that the counselor can work with the student on an individual basis in helping the student to solve personal problems related to home and family relations, health and emotional adjustment, and school problems.
5. During the counseling session, the counselor, by displaying a friendly, interested, receptive attitude and establishing an atmosphere built upon respect for the person and faith in the student's ability to help himself or herself, encourages the student to freely express his/her feelings regarding any problem s/he might have.
6. During the interview, the counselor makes the student feel at ease and indicates to him/her that s/he is willing to work with the student to try to solve his/her problem. The counselor will strive to get the student to have confidence in him/her so the student will feel free to return to the counselor for help whenever needed.
7. Provides student information to colleges and potential employers according to provisions of the Board policy on student records.

8. Works to prevent students from dropping out of school.
9. Plans guidance field trips to vocational schools.
10. Helps students evaluate career interests and choices.
11. Assists in arranging for home instruction and summer school, and homework assignments because of illness or extended absences.
12. Encourages students to participate in school and community activities.
13. Assists the Job Placement Coordinator in disseminating occupational and career information to students and to classes studying occupations.
14. Assists in the preparation and processing of college, scholarship, and employment applications.
15. Confers with parents whenever necessary.
16. Assists students in evaluating their aptitudes through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation.
17. Remains readily available to students so as to provide counseling that will lead each student to increased growth, self-understanding and maturity.
18. Takes an active role in interpreting the school's objectives to students, parents and the community at large.
19. Works with teachers and other staff members to familiarize them with the general range of services offered by the Guidance Department and to improve the educational prospects of individual students being counseled.
20. Assists in the preparation of employment applications.
21. Works with students who are failing, absent frequently, or tardy often, to improve their attendance and school work. (Contact with parents is made to seek their help in trying to solve some of these problems.)
22. Identifies and counsels gifted students, as well as helps under-achievers to solve their problems.
23. Attends and participates in professional meetings and belongs to professional associations.
24. Administers and proctors group tests.
25. Reviews credits earned by students at the end of each year and keeps the students apprised of their status.
26. Assists in carrying out research projects which benefit the department and school.
27. Participates in In-Service Training programs; reads and assimilates the knowledge found in current literature to keep up with the trends of the time and to meet better the needs of the student.
28. Assists the principal and vice-principals with students' problems.
29. Assists in the administration of the free lunch program.
30. Files reports with the Monmouth County Probation Department.
31. Conducts home visits for the purpose of counseling parents.
32. Performs such other assignments as requested by the Director of the Guidance Department and/or the administrators.

Readopted by the Board: July 25, 2007