

EAST ORANGE SCHOOL DISTRICT

East Orange, New Jersey



GUIDANCE/SCHOOL COUNSELOR

Position

REPORTS TO: SCHOOL PRINCIPAL

DUTIES:

1. Provides information and prepares recommendations to colleges for admissions and scholarships, as well as to potential employers and agencies
2. Works closely with teachers, administrators and other professional staff members, providing information and assistance where needed for the ultimate benefit of students
3. Works closely with and involves parents in planning students' career plans and assists in the resolution of school-related problems
4. Assists in the organization and administration of standardized test programs
5. 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
6. Works to prevent students from dropping out of school and assists drop-outs in finding alternative educational programs and/or employment
7. Makes effective use of community resources in developing and expanding guidance services and activities
8. Maintains professional competence and continuous improvement through in-service education and other professional growth activities ensuring the effective alignment between high-quality CTE programs and labor market needs to equip students with 21st-century skills
9. Evaluates the configuration of factors within the home, community and school as related to a student's current social and academic adjustment

10. Maintains an ongoing relationship with families for the purpose of: sharing information regarding educational planning and programming for students; assisting the family in utilizing appropriate community resources; providing counseling to family members, facilitating the effective use of technology in College & Career planning and/or ensuring families are kept abreast of Career Technical Education standards that focus on academic, technical knowledge and work-related skills necessary to be successful in postsecondary education, training, and employment.
11. Maintain professional competence through in-service education and participation in professional development activities
12. Observes and interviews students when appropriate
13. Registers new students to the school and provides orientation and information relative to school procedures, curriculum and extracurricular activities
14. Attends and participates in meetings as deemed necessary and consistent with the needs of the district
15. Must be able to perform all of the essential functions of the job with reasonable accommodations, if necessary
16. Performs other related duties as assigned by the principal, director designee

RESPONSIBILITIES

1. To arrange for alcohol and drug assessments and evaluations and effectuates appropriate referrals when necessary
2. Refers students and their family members to appropriate facilities, agencies and private practitioners
3. Facilitate individual counseling and the development of groups, especially peer counseling, within the schools
4. Assess and evaluate existing school programs and policies; assist schools in implementing new policies; designs strategies to facilitate student referrals
5. Assists in developing school programs; drafting materials, and delivering staff training programs; assists teachers in the use of curriculum, and the development of forms and protocols
6. Must be able to perform all of the essential functions of the job with reasonable accommodations, if necessary

HUMAN RELATIONS:

1. *With Students*

- a. Demonstrates warmth and friendliness
- b. Demonstrates appreciation and respect for the rights and opinions of all students
- c. Displays sensitivity to students by listening to them and responding effectively to their feelings and needs
- d. Develops in each student a sense of personal growth and a positive self-esteem
- e. Demonstrates patience, empathy, and understanding
- f. Promotes good interpersonal relationships
- g. Creates a supportive environment
- h. Is a positive role model for students in speech, appearance, behavior and attitude
- i. Demonstrates awareness for different cultures as well as backgrounds and employs appropriate techniques in dealing with each student's needs
- j. Displays evidence of understanding each student's social, emotional, physical and intellectual growth and development

2. *With Parents/Guardians*

- a. Participates in conferences with parents/guardians, especially as it relates the effective use of technology
- b. Interprets district's educational goals and objectives to help parents/guardians understand them
- c. Contacts parents/guardians by telephone, U.S. mail and/or email, when necessary
- d. Listens and appropriately responds to the concerns of parents/guardians

QUALIFICATIONS

1. Master's Degree
2. Valid New Jersey Educational Services Certificate with School Counselor endorsement
3. Supervisory certificate preferred
4. Knowledge of computerized master schedule development desirable
5. Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations
6. Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education
7. Required criminal history background check and eligibility to work in the United States
8. All applicants must meet NJ Residency requirements as per "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70)

APPLICATION PROCEDURE

Qualified applicants are invited to file applications and credentials via **APPLICANT PORTAL** at:

<https://eportal.eastorange.k12.nj.us/app/applicant/login.php>

or via regular mail at:

Division of Human Resource Services
199 4th Avenue
East Orange, NJ 07017

SELECTION PROCEDURE

1. Review of credentials filed with the Superintendent of Schools
2. An oral interview will be held to determine the personal qualifications and aptitude of applicants for the position as required
3. The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in accordance with Board policies related to the appointment of professional personnel

TERM OF EMPLOYMENT

Ten-month work year

SALARY RANGE

Per the Collective Bargaining Agreement between the EOBOE and EOEA

Rev. 11/10/14

Board Approved: November 11, 2014