

DELRAN TOWNSHIP SCHOOL DISTRICT

Counselor, Middle School/Elementary School

Reports to: Principal

Job Goal: Counsels individuals and provides group educational and vocational guidance services by performing the following duties.

Essential Duties and Responsibilities: *Other duties may be assigned*

- Provides support services for students in the areas of academic programs, team teaching, registration, course planning, school rules and other matters.
- Assesses and counsels students based on observations, conversations and test results.
- Provides personal counseling for students, families and groups to help them learn greater self-understanding, acceptance of responsibility and better decision-making skills.
- Provides group counseling for interaction, communication and support skill development.
- Interprets post-high school opportunities and available information regarding career, college, military and life style decisions.
- Administers tests and diagnoses results in areas such as organization, memory skills, aptitude and preferences.
- Evening conferences for support groups, test interpretations with parents, new student orientation/with parents.
- All other duties as assigned by your immediate Manager and/or Superintendent.

Supervisory Responsibilities:
Student and student helpers.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:
M.A. in counseling.

Certificates, Licenses, Registrations:

Valid N.J. Teaching Certificate/N. J. Certificate of Student Personnel Services

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business

correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities:

Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on DIVISON and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds such as testing material. Specific vision abilities required by this job include close vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Evaluation:

Performance of this job will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of certificated personnel.

APPROVED BY THE BOARD OF EDUCATION: May 07, 2012