

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

- TITLE:** Elementary School Counselor
- REPORTS TO:** Director of Special Services and Building Principal
- QUALIFICATIONS:** MA Degree
School Counselor Certification
Required criminal background check and proof of US citizenship or legal resident alien status
- JOB GOAL:** To provide a proactive, developmental school counseling program for all elementary school students. A developmental school counseling program is curriculum based; it provides for the early identification of critical problems in children and early intervention to prevent these problems from escalating and interfering with learning. The primary elements of the program are classroom lessons, consultation and coordination with staff and parents, individual and small group counseling and parent education.

PERFORMANCE RESPONSIBILITIES:

1. Classroom lessons/School-wide programs
 - Character Education
 - Social/Emotional Health
 - Anger Management/Peer Pressure/Refusal Skills
 - Multicultural Activities
 - Conflict Resolution Skills/Peer Mediation (Peacemakers)
 - Anti-Bullying/Violence Awareness
 - Study Skills
 - Technology/Internet Safety
 - Career Education
 2. Small Group Work For General Education and Special Education Students (Including but not limited to the following)
 - Divorce
 - Adoption
 - Loss
 - Social Skills
 - Peer Modeling
 3. Short Term Individual Counseling (Including but not limited to the following)
 - School Phobia/Adjustment
 - Fears/Anxiety
 - Family Change-Death/Divorce/Job Loss/Deployment
 - Crisis Intervention
 - Behavioral Issues
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4. Parent Education
Conduct workshops for adults focusing on strengthening parenting skills. Serve as a resource for parents on child development issues.
5. Collaboration - Consultation
Cooperate with appropriate school personnel in referring students/families to agencies outside the school setting.
Serve as a resource for administrators, classroom teachers, and specialists.
6. Coordination of 504 and Intervention and Resource Services (I & R S)
Serve as committee leader/meeting facilitator; organize and disseminate all documentation for each case.
7. Oversee transitions:
Develop and implement orientation and articulation programs for pupils, parents and staff (i.e. Kindergarten Orientation and Middle School Transition Activities)
9. Performs other duties within the scope of his/her employment and certification as may be assigned by the building administrator.

Adopted: 12/89
Approved: 5/12/09
Revised: 9/24/09

JD/Special Services