

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: School Counselor (6-12)

REPORTS TO: Building Principal/Director of Special Services

QUALIFICATIONS: MA Degree
School Counselor Certification
Required criminal background check and proof of US citizenship or legal resident alien status

JOB GOAL: To implement the philosophy and objectives of the guidance/counseling department in Parsippany Troy-Hills School System which is concerned with the total individual, his/her educational, vocational, personal and social needs.

PERFORMANCE RESPONSIBILITIES:

1. Design and implement the guidance curriculum which assists all students in a systematic way to develop knowledge and to understand skills identified as necessary to enhance their personal, social, career and education development.
2. Provide personal counseling on a regular basis to help assigned counselees accept themselves and develop skills for sound decision-making. Such counseling may deal with academics, discipline, attendance, family, social, emotional and substance abuse problems.
3. Refer counselees to the appropriate support service within the school or to outside agencies when necessary.
4. Provide group guidance based on needs of students.
5. Provide accurate and current information about the world of work and the training necessary.
6. Advise on course selection with regards to students' long-range goals; supervise requests for course changes.
7. Provide information concerning the wide range of post-secondary educational opportunities available, including entrance requirements, scholarships, financial aid, curricular offerings, costs and related information. Counselors should help students and their families evaluate such information, and make considered decisions.
8. Coordinate and supervise the accumulation of student information by a) maintaining accurate up-to-date academic records b) interpreting standardized test results to students and parents c) writing letters of recommendation d) preparing transcripts.

School Counselor (6-12) (continued)

9. Assist new students in orientation to the schools.
10. Meets with counselors in sending and receiving schools at specific times.
11. Consult with parents, teachers, administrators and CST members to facilitate teamwork in order to reduce problems and help individuals achieve their goals.
12. Take responsibility for his/her own professional growth and skill development; report to supervisor and share information gained from conferences with department.
13. Other such duties that may be assigned.

August 9, 1989

Approved: 5/12/09

Revised: 9/24/09

JD/Guidance