

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION
225 WHITE HORSE AVENUE
CLEMENTON, NEW JERSEY 08021
856-784-2100**

JOB DESCRIPTION

TITLE: School Counselor

QUALIFICATIONS:

1. Appropriate, valid New Jersey Educational Services Certificate or Certificate of Eligibility.
2. Pass a Criminal History Review under the provisions of P.L. 1986, C116 and proof of U.S. citizenship or legal resident alien status.
3. Pass a physical examination in accordance with applicable governmental regulations and board policy.
4. Such additions and alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Instruction and/or Supervisor

JOB GOAL: To provide guidance services to assist students in overcoming problems that impede learning and assist them in making plans that hold promise for personal fulfillment as mature and responsible citizens.

PERFORMANCE RESPONSIBILITIES:

1. Assists students in evaluating their aptitudes and abilities, and works with students in evolving education and vocation plans in terms of such evaluation..
2. Works to discover and develop special abilities of students.
3. Works to resolve students' educational disabilities.
4. Works to prevent students from dropping out of school.
5. Obtains and disseminates career awareness, occupational and post secondary educational information to students.
6. Helps students evaluate career interests and choices.

7. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding and maturity.
8. Works with students on an individual basis in the solution of personal problems related to such issues as home and family relations, health and emotional adjustment.
9. Guides students in their participation in school and community activities.
10. Confers with parents and resident districts' guidance counselors whenever necessary.
11. Maintains and continually updates a directory of referral services to be utilized in crisis situations affecting students such as suicide threats, alcohol or drug-induced traumas, and the like.
12. Counsels students one-on-one on either a regularly scheduled appointment basis or a spontaneous basis, as appropriate, to deal with problems in a constructive, supportive, non-judgmental manner.
13. Provides group counseling programs for students who have ineffective social skills, excessive fears and anxieties, drug abuse problems or the like.
14. Initiates new instructional activities in intergroup education.
15. Assumes responsibility for emergency intergroup relations problems and facilitates implementation of programs to reduce potential intergroup conflict.
16. Provides services to individual students to correct those personal, social, or emotional maladjustments related to their educational and social progress.
17. Works with parents as an integral part of the task of helping students, to increase the parents' understanding, their constructive participation in resolving their child's problems, and their knowledge and use of appropriate resources available.
18. Assists students directly with their adjustment to and transition from White Horse Academy.
19. Conforms to and enforces the Commission's policies, rules and regulations.
20. Maintains professional competence and pursues continuous improvement through active participation in approved professional growth activities.
21. Promotes, cooperates with and contributes to the effective and efficient operation of the Commission's programs and services.
22. Maintains ethical and professional behavior in working with Commission staff and other agencies.
23. Performs such other duties as may be prescribed by statute, administrative code and Board policy or as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Ten or twelve month work year as determined by the Board of Directors. Work schedule, assignment and compensation to be established by the Board of Directors where applicable. Otherwise, terms will be in accordance with the current negotiated agreement between the Board of Directors and the Camden County Educational Services Education Association for those who are subject to said agreement.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of state law, administrative code, Board policy and, where applicable, with the current negotiated agreement between the Board of Directors and the Camden County Educational Services Education Association for those who are subject to said agreement.

Board Approved: 9/3/2008