

BRANCBURG TOWNSHIP SCHOOL DISTRICT
Branchburg, New Jersey

JOB DESCRIPTION

Job Title: School Counselor
Reports To: Director of Educational Programs and Student Support Services
Contract Terms: BTEA; 10 Month Contract

Qualifications:

- Valid New Jersey School Counselor certification or eligibility
- Demonstrated ability to communicate and work effectively with students, parents, staff, community groups, and organizations
- Strong interpersonal skills

Job Goal: To implement a comprehensive counseling program with a focus on academic, career and personal /social development. The counselor, in cooperation with the classroom teacher and parents/guardian, will identify the issues that affect student learning and achievement, and develop appropriate responses.

Performance Responsibilities:

- Counsel individuals for academic, social family or school adjustment needs and problems.
- Conduct developmentally appropriate group guidance and counseling activities for select populations.
- Conduct informational and preventive classroom programs.
- Provide informational and referral services for parents.
- Attend and conduct workshops on issues and topics related to counseling.
- Participate in staffing with members of the Child Study Team.
- Provide assistance to staff members concerning individuals or groups of students.
- Participate as a permanent member of the Pupil Assistance Committee.
- Work with administrators to develop methods of early prevention, detection, and correction of educational and social problems.
- Provide consultation services on curriculum and curriculum development.
- Serve as liaison between parents, staff and community.
- Participate in evaluation, placement, and adjustment of new students.
- Participate in the Crisis Intervention Team, and coordinate crisis intervention plans.
- Teach work-related values and provide exposure to a variety of career opportunities.
- Prepare students for transition from one academic level to another.
- Assist with security procedures during standardized testing.
- Conduct activities that will encourage a positive school climate.
- Works to ensure that classroom and school environments foster respect for differences and valuing of diversity (i.e., race, gender, etc.).

- Attends and participates in faculty, departmental, grade-level, and team meetings; assists in curriculum development and selection of materials.
- Contributes to the efforts to accomplish system-wide goals (e.g., academic improvement projects) and special school objectives.
- Supervises student behavior in corridors, lunchroom, and school grounds as commonly expected of all staff members and as individually assigned.
- Assists in upholding and enforcing school rules, administrative regulations, and Board Policy.
- Has integrity and demonstrates good moral character and initiative.
- Attends back-to-school night.
- Performs other duties within the scope of his/her employment and certification as may be assigned.
- Anti Bully specialist
- Support RTI process for struggling students
- 504 coordinator
- Review student data to better support and identify students in need

Evaluation

- In accordance with state regulations, Board of Education policy, and agreement between Board of Education and the Branchburg Township Education Association

Board of Education Approved: March 3, 2005

Board of Education Approved Revision: May 17, 2023