

**Rumson School District**  
**Rumson, New Jersey**

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**TITLE: GUIDANCE COUNSELOR**

**QUALIFICATIONS:**

1. Valid New Jersey Educational Services Certificate and School Counselor Endorsement or eligibility
2. Minimum experience as determined by the board.
3. Broad knowledge of testing and evaluation, theories of individual and group guidance techniques, elementary/secondary school guidance program design and career educational information and placement
4. Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Supervisor of Guidance

**JOB GOAL:**

To help students achieve personal fulfillment by providing them with guidance and counseling services to make successful personal, educational and occupational life plans.

**PERFORMANCE RESPONSIBILITIES:**

1. Develops and manages a comprehensive school counseling program, K-8.
  - 1.1 Discusses the comprehensive school counseling program with school administrators.
  - 1.2 Develops and maintains a written plan for effective delivery of the school counseling program based up NJSCA/ASCA standards, and local district student needs
  - 1.3 Communicates the goals of the comprehensive school counseling program to all stakeholders including administrators, teachers, students, and parents.
  - 1.4 Provides direct services through preventive and responsive counseling services, curriculum delivery, individual student planning, and system support/program management.
  - 1.5 Uses data to develop comprehensive programs that meet student needs.
2. Delivers a comprehensive school counseling program Guidance and Counseling Curriculum:
  - 2.1 Provides leadership and collaboration with other educators in the school-wide integration of twenty-first century learning skills including social skill, self-management, and character development
  - 2.2 Implements developmentally appropriate and prevention-oriented group and classroom activities to meet student social, emotional and academic developmental needs and school goals
  - 2.3 Incorporates into their programs the life skills that students need to be successful in the twenty-first century.

Individual Student Planning:

- 2.4 Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals, results and plans.
- 2.5 Accurately and appropriately interprets and utilizes student data including standardized test scores, progress reports, attendance reports and marking period grades.
- 2.6 Collaborates with parents/guardians and educators to assist student with educational, career and life planning.

Preventative and Responsive Services:

- 2.7 Provides individual and group counseling to students with identified concerns and needs.
- 2.8 Establishes ongoing contact with students who are at risk for failure.
- 2.9 Coordinates and facilitates an effective building based I & RS/504 support system for students with identified academic, behavior or health concerns
- 2.10 Consults and collaborates effectively with parents/guardians, teachers, administrators, and other educational/community resources regarding students with identified concerns and needs.
- 2.11 Works closely with the district's Child Study Team to coordinate a fluid system of student support services, and submits appropriate paperwork and documentation for referrals to the child study team in a timely manner.
- 2.12 Works with School Principal to provide transition planning and an orientation program for all students and parents entering Deane Porter and Forrestdale Schools
- 2.13 Communicates, collaborates and informs the principal regarding student progress and problem issues which are pertinent.

System Support:

- 2.14 Provides appropriate information to school personnel related to the comprehensive school counseling program.
- 2.15 Assists teachers, parents/guardians and other stakeholder in interpreting and understanding student data
- 2.16 Participates in professional development activities to improve knowledge and skills
- 2.17 Uses technology resources to enhance the school counseling program
- 2.18 Adheres to laws, policies, procedures and ethical standards of the school counseling profession
- 2.19 Serves as the School Testing Coordinator

3. Accountability:

- 3.1 Conducts needs assessments and follow-up studies for improving services and evaluating program effectiveness
- 3.2 Collects and analyzes data to guide program direction and emphasis
- 3.3 Assists in the maintenance and handling of confidential student records
- 3.3 Monitors student academic performance, behavior and attendance in order to facilitate appropriate interventions

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- 3.4 Assist administrator in the testing of students for placement, diagnostic needs, and transition purposes.
  - 3.5 Serves as school's anti-bullying specialist/Chairperson of the School Safety Team; responsible for investigating and addressing incidents of HIB in the school.
  - 3.6 Carries out all responsibilities as directed by the Supervisor of Guidance.

**TERMS OF EMPLOYMENT:** Salary and work year to be determined by the terms of the CBA.

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved: November 30, 2016

Revised: July 26, 2017

**LEGAL REFERENCES:**

- N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
- N.J.S.A. 18A:6-10 Tenure Employees Hearing Law
- N.J.S.A. 18A:16-1 Officers and employees in general
- N.J.S.A. 18A:16-2 Physical examinations; requirement
- N.J.S.A. 18A:25-2 Authority of pupils
- N.J.S.A. 18A:26-1 Citizenship of teachers, etc.
- N.J.S.A. 18A:26-1.1 Residence requirements prohibited
- N.J.S.A. 18A:26-2 Certificates required; exception
- N.J.S.A. 18A:27 Employment and contracts
- N.J.S.A. 18A:28-3 No tenure for noncitizens
- N.J.S.A. 18A:28-5 Tenure of teaching staff members
- N.J.S.A. 18A:28-8 Notice of intention to resign required
- N.J.S.A. 18A:40A Substance abuse
- N.J.A.C. 6A:7 Managing for equality and equity in education
- N.J.A.C. 6A:8 Standards and assessment
- N.J.A.C. 6A:9 Professional licensure and standards See particularly:
- N.J.A.C. 6A:9-3.3 Professional standards for teachers
- N.J.A.C. 6A:9-5 General certification policies
- N.J.A.C. 6A:9-8 Requirements for instructional certificate
- N.J.A.C. 6A:9-13 School counselor
- N.J.A.C. 6A:9-15 Required professional development for teachers
- N.J.A.C. 6A:16 Programs to support student development
- N.J.A.C. 6A:17 Students at risk of not receiving a public education
- N.J.A.C. 6A:30 Evaluation of the performance of school districts
- N.J.A.C. 6A:32-4 Employment of teaching staff N.J.A.C. 6A:32-4.4 Evaluation of tenured teaching staff members
- N.J.A.C. 6A:32-4.5 Evaluation of nontenured teaching staff members
- N.J.A.C. 6A:32-5.1 Standards for determining seniority

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N.J.A.C. 6A:32-6	School employee physical examinations
N.J.A.C. 6A:32-7	Student records
N.J.A.C. 6A:32-8	Attendance and pupil accounting
N.J.A.C. 6A:32-12.2	School level planning
N.J.A.C. 6A:32-13	Student behavior

Immigration Reform and Control Act of 1986, 8 U.S.C.A 1100 et seq.

Manual for the Evaluation of Local School Districts

No Child Left Behind Act of 2001, P. L. 107-110, 20 U.S.C.A. 6301 et seq.