

JOB DESCRIPTION

JOB TITLE: **SCHOOL COUNSELOR**

GENERAL DESCRIPTION:

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

QUALIFICATIONS: **NOTE: All new employees must pass a Criminal History Background Check and Employee Physical Exam prior to the start of their employment with the Millville Board of Education.**

- NJ Educational Services certificate as School Counselor or Student Personnel Services Endorsement
- Minimum experience as determined by the Board; knowledge of computerized master schedule development desirable
- 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.
- Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations.
- Counseling experience preferred.
- Teaching experience preferred.

REPORTS TO: Supervisor of Counseling and Student Services

PERFORMANCE RESPONSIBILITIES: **NOTE: This is a general job description. A position under this job title may include, but is not limited to, the following job duties:**

1. Assists students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores and other pertinent data. Works with students in evolving educational and career plans in terms of such evaluation.
2. Maintains student records and ensures their confidentiality.
3. Provides information and prepares recommendations to colleges for admissions and scholarships, as well as to potential employers and other agencies.
4. Works closely with teachers, administrators, and other professional staff members, providing information and assistance where needed for the ultimate benefit of students.
5. Maintains a close relationship with the child study team following directives and recommendations as needed.
6. Works closely with and involves parents in planning students' career plans and assists in the resolution of school-related problems.
7. Assists in the organization and administration of standardized test programs.
8. Registers students new to the school, provides orientation and information relative to school procedures, curriculum and extracurricular opportunities.
9. Participates in follow-up studies of former students for the purpose of improving services and evaluating the effectiveness of the educational program being offered by the school.
10. Works to prevent students from dropping out of school and assists those that do in finding alternative educational programs and/or employment.
11. Arranges for summer work and/or enrollment in summer school programs to make up noted deficiencies.
12. Maintains a professional office environment.
13. Assists in the evaluation of current curriculum offerings and in the planning, selection and implementation of new course offerings.
14. Makes effective use of community resources in developing and expanding guidance services and activities.
15. Provides for a smooth transition from elementary school to middle school/high school, which may include orientation programs for students and parents.
16. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
17. Performs other duties as assigned.

EVALUATION:

Performance of this job will be evaluated in accordance with the terms and conditions of employment as set forth in Board policy and the collective bargaining agreement between the Millville Board of Education and the Millville Administrators Association and/or past practices of the district.

TERMS AND CONDITIONS OF EMPLOYMENT:

Salary and work year to be established by the Millville Board of Education in accordance with the contractual agreement with the Millville Administrators Association.

APPROVED BY:
DATE:



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