



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

Page 1 of 2

POSITION: Counselor

QUALIFICATIONS: Holds or is eligible for a New Jersey Student Personnel Services Certificate.

PRIMARY FUNCTION: Assumes responsibility for the guidance and counseling of assigned students in designated grade levels.

REPORTS TO: Building principal or other appropriately certified superior as designated by the superintendent.

CONSULTS WITH: Students.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Counsels students on a individual basis in the solution of personal problems related to such areas as home and family relations, health and emotional adjustment.
2. Counsels students in course and subject selection.
3. Counsels students in order to meet educational needs.
4. Counsels students in order to plan explore and evaluate career interests and choices.
5. Counsels students in order to plan explore and evaluate post high school education.
6. Obtains and disseminates career and post high school education information to students.
7. Remains abreast of current developments, new trends and new information in guidance and counseling, career and post high school educational opportunities.
8. Registers and places students new to the school and orients them to school procedures and the school's opportunities for learning.
9. Maintains the accuracy and confidentiality of student records and provides student information to other schools, colleges, potential employers and other governmental agencies according to Board policy.
10. Helps to identify students with special needs and makes appropriate referrals based on those needs.



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

Page 2 of 2

11. Makes recommendations to colleges and scholarship agencies.
12. Arranges tutors when necessary.
13. Encourages students to take part in school and community activities.
14. Develops good working relationships with parents and confers with them as necessary.
15. Aids in the administration and interpretation of the district testing program.
16. Interpret the guidance program to the community.
17. Provides in-service in guidance for teachers and student teachers and assists in the orientation of new teachers.
18. Provides input to administrators, faculty and staff on matters of student concern.
19. Attends staff meetings and serves on staff committees, as required.
20. Performs other duties which may within the scope of his/her employment and certification as may be assigned by his/her superior(s) under authority of the Board Education.

TERMS OF EMPLOYMENT: 10 months.

EVALUATION: According to state statute and Board Policy.

BENEFITS: Benefits are available to employees per the negotiated contract.

BOE Approval Date:

BOE Review Date: