

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION  
JOB DESCRIPTION  
SCHOOL COUNSELOR- MIDDLE SCHOOL

**Date of Adoption:** November 29, 2018

**JOB TITLE:** School Counselor- Middle School

**REPORTS TO:** Assistant Principal/Counseling, Principal and/or Designee

**NATURE AND SCOPE OF JOB:**

The School Counselor- Middle School assists each student with academic, social, personal and emotional development during the middle school years. The counselor serves as an in-school adult who is ready to act as the student's advocate in any reasonable cause. The counselor works cooperatively with parents, staff members and other involved persons to help each student reach their maximum potential.

**QUALIFICATIONS:**

1. Hold a valid New Jersey educational services certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with a School Counselor endorsement (N.J.A.C. 6:11-11.9) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq..
2. Hold and maintain a valid driver's license with no serious violations.
3. Have excellent integrity and demonstrate good moral character and initiative.
4. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, and the community.
5. Demonstrate the ability to communicate effectively, orally and in writing.
6. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
7. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six-month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
9. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
10. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
11. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

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**TERMS OF EMPLOYMENT:**

Salary and work year to be determined by the Board of Education and in accordance with the negotiated agreement with the Scotch Plains-Fanwood Education Association.

**JOB RESPONSIBILITIES:**

1. Discusses, advises, and counsels students (and parents) on an individual basis regarding academic, social and personal needs.
2. Involves teachers and parents in identifying and solving problems concerning the academic, personal and social needs of students.
3. Assists each student in selecting an appropriate academic program.
4. Provides a confidential, safe and supportive atmosphere within which students can clarify, examine and solve problems.
5. Assists in the administration, analysis and interpretation of standardized tests and other evaluative instruments for students, teachers and parents as appropriate.
6. Develops and provides class instruction in an age appropriate developmental counseling program.
7. Provides individual and group counseling as appropriate.
8. Collects, analyzes, and interprets reports including but not limited to: student attendance, interim reports, report cards, standardized testing results, and effective dialogue with students, staff, and parents.
9. Coordinates workflow of guidance secretarial staff.
10. Plans and participates in the orientation and transition of students from the elementary schools to the middle school and from the middle school to the high school, including but not limited to parent meetings, scheduling, events, school visits, etc.
11. Works with the site Intervention & Referral Services committee and the Child Study Team as appropriate.
12. Supports the principal in the development of effective 504 plans.
13. Assists in the management of bedside instruction or coordinating homework when a child cannot attend school.
14. Acts as the liaison between the school and parents, service agencies and other educational institutions.
15. Prepares the course selection for students, participates in the middle school scheduling process, makes student schedule changes throughout the school year, and prepares high school course selection.
16. Coordinates activities with the Substance Awareness Coordinator, School Safety Team, and other resource personnel as needed.
17. Organizes the preparation and distribution of school publications.

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18. Uses technology to organize, maintain, and analyze data to improve the delivery of instructional and counseling services.
19. Serves as the school's Anti-bully Specialist, conducts harassment, intimidation, and bullying investigations, serves on the School Safety Team, and supports the implementation of a positive school culture.
20. Participates in school and district-wide professional and in-service meetings and activities.
21. Meets on a regular basis with the district counseling team to ensure smooth articulation and to solve student problems in a systematic manner.
22. Performs other tasks and responsibilities as may be assigned by the Principal, Assistant Principal/Counseling, and/or designee.

**ACCOUNTABILITY:**

The Middle School Counselor executes responsibility under the direction of the Principal, Assistant Principal/Counseling, and in concert with other team members.

**RELATIONSHIPS:**

1. Principals and Assistant Principals (Middle School):  
To consult with principal and assistant principal in planning, implementing and evaluating programs to meet the specific needs of the individual child and /or groups of children.
2. Director of Special Services:
  - a. To advise in cases where classification is being considered.
  - b. To review cases and make recommendations for educational placement.
  - c. To consult in relation to children in Special Programs.
  - d. To consult in matters related to the needs, goals, and objectives of the Department of Special Services.
3. Instructional Staff:  
To consult with and to work cooperatively with instructional personnel in planning, implementing and evaluating programs to meet the specific needs of children. To provide strategies and/or materials for proper program implementation.
4. Support Staff:  
To consult with and to work cooperatively with support personnel in planning, implementing and evaluating programs to meet the specific needs of children.
5. Parents:  
To help parents understand school needs and policies, and to find effective ways to channel their concern about school in appropriate ways for the benefit of their children.
6. Community:  
To promote good relationships with community members regarding the needs of children and educational programs.

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**EVALUATION:**

The Assistant Principal/Counseling and/or designee shall evaluate the Middle School Counselor in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.