

---

# JOB DESCRIPTION

GUIDANCE COUNSELOR

BOARD OF EDUCATION  
FAIRFIELD, NJ

PERSONNEL  
CERTIFICATED STAFF

---

## 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 student personnel services endorsement (N.J.A.C. 6:11-11.11) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq.
2. Minimum experience as determined by the board; knowledge of I&RS, 504, HIB law desirable.
3. Hold a valid driver's license with no serious violations.
4. Have excellent experience in teaching and working with children.
5. Demonstrate knowledge and understanding of the components and strategies of a comprehensive developmental guidance program, learning assessment and diagnosis, research related to learning, and the resources in the school and community to assist elementary students.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates enthusiasm and sensitive interpersonal skills to relate well with students, staff, administration, parents, and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrate the ability to listen well to children and to adults who work with children.
10. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, audio and visual presentations, and telecommunications.
11. 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.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. 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.
13. 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.
14. Pass the State required Mantoux Intradermal Tuberculin Test, as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**REPORTS TO:** Principal

## 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.

---

# JOB DESCRIPTION

GUIDANCE COUNSELOR

BOARD OF EDUCATION  
FAIRFIELD, NJ

PERSONNEL  
CERTIFICATED STAFF

---

## PERFORMANCE RESPONSIBILITIES:

### Direct assistance to students

1. Maintains a close relationship with the child study team following directives and recommendations as needed.
2. Provides orientation and information relative to school procedures, curriculum, and extracurricular opportunities to new students to the schools.
3. Provides for a smooth transition from elementary school middle school, which may include orientation programs for students and parents.
4. Maintains a professional office environment. Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility in school, and demonstrating pride in the honorable profession of teaching and counseling.
5. Provides assistance to students or parents with urgent needs.
6. Maintains and ensures student confidentiality.
7. Works closely with teachers, administrators and other professional staff members, providing information and assistance where needed for the ultimate benefit of students.
8. Deals with confusion and emergencies in a friendly, supportive, calm manner. Assists agitated or confused students in re-composing themselves during situations where the student has a problem or personal setback.
9. Assist students with academic, emotional, social, or behavioral problems.
10. Show concern for the total need of each student (educational, personal, and social), encouraging maximum growth and development.
11. Consult with parents/guardians, teachers, support staff, administration, and any local agencies which might be of assistance to the students.
12. Provide parents/guardians with accurate, comprehensive, and relevant information in an objective and caring manner.
13. Work with staff to enhance understanding of all aspects of the student's development and its impact on learning. Establish and maintain a cooperative relationship with faculty, staff, and administration to facilitate the provision of optimum guidance and counseling services.
14. Aid students in understanding the school environment and what is expected of them.
15. Aid students in understanding their strengths and abilities so they may learn more effectively.
16. Teach conflict resolution skills.
17. Assist students in dealing with a family crisis (e.g., separation, divorce, death, neglect and abuse, unemployment, alcoholism).
18. Assist with development of students' self-esteem.
19. Provide Character Education lessons and activities for all students, including current, up-to-date awareness and development materials.
20. Serve as member of the I&RS Teams.
21. Serve as the Anti-Bullying Specialist.
22. Serve as the District 504 Coordinator.
23. Provide individual parent conferences for students, when necessary.
24. Conduct parent workshops, when necessary or requested.
25. Provide individual conferences for students experiencing academic, personal and social difficulty.

---

# JOB DESCRIPTION

GUIDANCE COUNSELOR

BOARD OF EDUCATION  
FAIRFIELD, NJ

PERSONNEL  
CERTIFICATED STAFF

---

26. Keep accurate records of all counseling and guidance activities. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
27. Inform administration of various student's needs or issues.
28. Serve as a member of the School Safety Team
29. Make appropriate referrals to community agencies, when necessary.
30. Serve as consultant to parents/guardians, staff, and administration.
31. Participate in parent-teacher conferences, when necessary.
32. Attend workshops and other professional growth activities.
33. Work with administration on additional activities, as necessary.
34. Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
35. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids
36. Summarize, interpret, and disseminate current developments in the guidance and counseling field, through reading of professional journals, participation in professional development, and involvement in professional organizations.
37. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Complete the required number of hours of State approved continuing professional development in accordance with State and district procedures revised in 2013, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).

## TERMS OF EMPLOYMENT:

- Salary and work year to be determined by the board.
- Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and not otherwise prohibited by law or regulation.
- Adhere to New Jersey School Law, State Board of Education rules and regulations, Board of Education policies and regulations school regulations and procedures and contractual obligations.

## 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

## LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:6-10	Tenure Employees Hearing Law
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:25-2	Authority of pupils
<u>N.J.S.A.</u> 18A:26-1	Citizenship of teachers, etc.
<u>N.J.S.A.</u> 18A:26-1.1	Residence requirements prohibited
<u>N.J.S.A.</u> 18A:26-2	Certificates required; exception
<u>N.J.S.A.</u> 18A:27	Employment and contracts
<u>N.J.S.A.</u> 18A:28-3	No tenure for noncitizens

---

# JOB DESCRIPTION

GUIDANCE COUNSELOR

BOARD OF EDUCATION  
FAIRFIELD, NJ

PERSONNEL  
CERTIFICATED STAFF

---

<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:28-8</u>	Notice of intention to resign required
<u>N.J.S.A. 18A:40A</u>	Substance abuse
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:8</u>	Standards and assessment
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
See particularly:	
<u>N.J.A.C. 6A:9-3.3</u>	Professional standards for teachers
<u>N.J.A.C. 6A:9-5</u>	General certification policies
<u>N.J.A.C. 6A:9-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9-13</u>	School counselor
<u>N.J.A.C. 6A:9-15</u>	Required professional development for teachers
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:17</u>	Students at risk of not receiving a public education
<u>N.J.A.C. 6A:30</u>	Evaluation of the performance of school districts
<u>N.J.A.C. 6A:32-4</u>	Employment of teaching staff
<u>N.J.A.C. 6A:32-4.4</u>	Evaluation of tenured teaching staff members
<u>N.J.A.C. 6A:32-4.5</u>	Evaluation of nontenured teaching staff members
<u>N.J.A.C. 6A:32-5.1</u>	Standards for determining seniority
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 6A:32-7</u>	Student records
<u>N.J.A.C. 6A:32-8</u>	Attendance and pupil accounting
<u>N.J.A.C. 6A:32-12.2</u>	School level planning
<u>N.J.A.C. 6A:32-13</u>	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.

Approved by: Board of Education

Date: April 29, 2014

Revised: March 22, 2022