

Caldwell - West Caldwell Public Schools

Job Description

I. TITLE

Elementary School Counselor

II. PRIMARY FUNCTION

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

III. REPORTS TO

Building Principal and Director of Special Services

IV. QUALIFICATIONS

- Master's Degree in School Counseling or other comparable degree
- Some previous experience in counseling preferred
- Must hold School Counselor certificate in NJ
- Such other qualifications of academic, professional, and personal excellence as the Caldwell-West Caldwell Schools may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Establishes constructive counseling relationships with students
- Provides individual counseling and group guidance to help students cope effectively with personal, social, academic, career, and family concerns
- Assists parents, teachers, and administrators in their understanding of the individual student to produce a more effective adjustment for the student
- Counsels students with special needs and abilities and makes appropriate referrals to the Child Study Team
- Assists in organizing school testing programs and interpreting results for students, parents, and school personnel
- Assists in organizing the school's Intervention and Referral Services Committee
- Maintains and case manages 504 Plans for students
- Acts as a liaison among students, parents, teachers, and administrators and works with all interested parties to aid students in reaching their full academic potential
- Maintains student records and ensures their confidentiality
- Engages in research and follow-up activities to improve the educational program
- Performs such other duties as may be assigned by the Superintendent or designee

VI. TERMS OF EMPLOYMENT

In accordance with the provisions of the BOE/CWCEA contract