

Caldwell – West Caldwell Public Schools

Job Description

Title: **Guidance Counselor**

QUALIFICATIONS:

1. NJ Certification as Guidance Counselor
2. Master's Degree in Guidance (Student Personnel Services) or other appropriate degree
3. Previous experience in counseling preferred
4. Such other qualifications as may be specified

REPORTS TO: Supervisor/Director of Guidance

RESPONSIBILITIES:

1. Establish constructive counseling relationships with students in their adjustment to middle/high school
2. Provide professional services to all students in their areas of educational, vocational, social and personal planning
3. Assist parents, teachers and administrators in their understanding of the individual student in order to produce a more effective adjustment for the student
4. Assist in organizing school testing programs and interpreting results to students, parent and school personnel
5. Maintain student records and ensure their confidentiality
6. Provide information and prepares recommendations to colleges for admissions and scholarships, as well as to potential employers and other agencies (high school level)
7. Counsel students with special needs and abilities and makes appropriate referrals to the child study team
8. Act as a liaison among students, parents, teachers and administrators and works with all interested parties to aid students in reaching their full academic potential
9. Perform such other duties as may be assigned by the Superintendent or designee