

# JOB DESCRIPTION

# BARNEGAT TOWNSHIP SCHOOL DISTRICT

## GUIDANCE COUNSELOR - STUDENT ENGAGEMENT SPECIALIST

### QUALIFICATIONS:

1. Valid New Jersey Educational Services Certificate and Student Personnel Services Endorsement or eligibility.
2. Minimum experience as determined by the board; knowledge of computerized master schedule development desirable.
3. Broad knowledge of testing and evaluation, theories of individual and group guidance techniques, elementary/secondary school guidance program design and career educational information and placement/scheduling.
4. Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations.
5. Required criminal history check and proof of U.S. citizenship/legal resident alien status.

**REPORTS TO:** Guidance Supervisor and Principal

### JOB GOAL:

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

### PERFORMANCE RESPONSIBILITIES:

1. Assist in the planning, production and communication of school and district-wide events that promote the whole child, social and emotional learning, and college/career readiness.
2. Assist in the planning, coordination and communication about “transition” activities, including student/parent orientations within schools throughout the school year.
3. Assist in the planning and coordination of district-wide, inter-school events, concentrating on age-appropriateness, social-emotional learning and school spirit, particularly getting students in the grade about to transition acclimated/excited about their new school, such as “Bulldogs to Bengals,” as well as for graduating seniors looking to visit the elementary schools, such as “Bengal Moving Up Day,” and more.
4. Assist in the planning, production and communication of both community and family events for grades 5-12, such as family nights, community and parent outreach opportunities, college and career nights, financial planning, and more.

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5. Analyze and assess student career/college planning, formulating strategies to target student needs, such as a college/career club or the tracking of college and career data.
6. Act as the Anti-Bullying Specialist (ABS) for grades 5-12, conducting and completing, with the assistance of administration, any Harassment, Intimidation and Bullying (HIB) investigations at the 5-12 level, including online reporting of such through the district's Harassment, Intimidation and Bullying (HIB) database; not including parent contact.
7. Collaborate with administrations and the District Anti-Bullying Coordinator (ABC), or Supervisor of Guidance, to develop and assess remedial HIB measures for both the accused and the targets of Harassment, Intimidation and Bullying (HIB) investigations, including but not limited to sensitivity activities.
8. Coordinate with administration and staff to create and promote a positive, anti-bullying school culture through school-wide and district-wide anti-bullying initiatives, programs and incentives, especially during, but not limited to, Violence Awareness Week.
9. Assist and collaborate with the District Anti-Bullying Coordinator (ABC), the Supervisor of Guidance, to complete and submit any state Harassment, Intimidation and Bullying (HIB) reporting, as necessary under the role of Anti-Bullying Specialist (ABS), including but not limited to the semi-annual state report on trainings and programs, as well as the school's self assessments in Harassment, Intimidation and Bullying (HIB).
10. Assist in the planning and coordination of master scheduling for grades 5-12 with all administrators, including building principals and supervisors, as well as all counselors, and conduct actions needed for the completion of master scheduling.
11. Coordinate with the supervisor of guidance to create course offerings, electives, pre-requisites and all updated information, as needed, in the program of studies.
12. Maintain updated information on current graduation requirements, ensuring all counselors in grades 5-12 maintain student transcript and graduation needs.
13. Create and enforce a scheduling timeline to uphold and ensure the successful creation of the program of studies as well as the student schedules.
14. Organize scheduling events, meetings and deadlines for the other counselors to maintain, as well as class assemblies, so that students' schedules are created and course offerings/staffing needs are completed according to a concise scheduling timeline.
15. Collaborate with the supervisor of guidance on needs assessment and effectiveness of student online programs for both credit and for career/college exploration.
16. Collaborate with counselors to maintain student graduation status and transcript audits, especially assessing the failures and needs of struggling high school seniors.

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17. Maintain a list of students who may not meet the state graduation needs in assessments, identifying students who may need to take an alternate assessment, and assist in these alternative testing procedures, not including involvement in the planning/administration of state assessments.
18. Assist other counselors/CST with challenging or unique student cases, as needed, including developing student counseling plans or schedule adjustments.
19. Maintain student records and ensure their confidentiality.
20. Maintain a professional office environment.
21. Maintain professional competence and continuous improvement through in-service education and other professional growth activities.
22. Perform other duties within the scope of employment/certification as may be assigned.

### **TERMS OF EMPLOYMENT:**

Salary and work year to be determined by the Board of Education.

### **EVALUATION:**

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of certified staff.

### **LEGAL REFERENCES:**

N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception  
N.J.S.A. 18A:16-10 Tenure Employees Hearing Law  
N.J.S.A. 18A:16-1 Officers and employees in general  
N.J.S.A. 18A:16-2 Physical examinations; requirement  
N.J.S.A. 18A:25-2 Authority of pupils  
N.J.S.A. 18A:26-1 Citizenship of teachers, etc.  
N.J.S.A. 18A:26-1.1 Residence requirements prohibited  
N.J.S.A. 18A:26-2 Certificates required; exception  
N.J.S.A. 18A:27 Employment and contracts  
N.J.S.A. 18A:28-3 No tenure for noncitizens  
N.J.S.A. 18A:28-5 Tenure of teaching staff members  
N.J.S.A. 18A:28-8 Notice of intention to resign required  
N.J.S.A. 18A:40A Substance abuse  
N.J.A.C. 6:3-3.1 et seq. Conditions of employment for teachers  
N.J.A.C. 6:3-4.1 et seq. Supervision; observation and evaluation

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N.J.A.C. 6:3-5.1 et seq. Seniority  
N.J.A.C. 6:3-6 Pupil records  
N.J.A.C. 6:3-4A.4 Requirements of physical examinations  
N.J.A.C. 6:8 Thorough and efficient system of free public schools  
N.J.A.C. 6:8-2.4 School-level planning  
N.J.A.C. 6:8-2.7 Pupil behavior  
N.J.A.C. 6:11-1 et seq. Requirement for educational services certification  
N.J.A.C. 6:11-3.1 Certificate required  
N.J.A.C. 6:11-3.9 Oath of allegiance required  
N.J.A.C. 6:11-3.10 Citizenship requirement  
N.J.A.C. 6:11-11.11 Student personnel services  
N.J.A.C. 6:11-13.2 Amount, duration and content of required continuing education  
N.J.A.C. 6A:7 Managing for equality and equity in education  
N.J.A.C. 6A:8 Standards and assessment  
N.J.A.C. 6A:16 Programs to support student development  
N.J.A.C. 6A:17 Students at risk of not receiving a public education  
N.J.A.C. 6A:30 Evaluation of the performance of school districts  
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.  
Manual for the evaluation of Local School Districts (Revised September 2002)  
No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et seq.