

***CLIFFSIDE PARK PUBLIC SCHOOLS
NOTICE OF VACANCY***

TO: All Staff

POSITION: High School Counselor

SALARY: As per contract

QUALIFICATIONS: New Jersey School Counselor Certificate

START DATE: March 31, 2025

APPLY TO: Dr. Mark Hayes
Interim Superintendent of Schools
Email: mhayes@cliffsidepark.edu
Susan Wiener, Director of Guidance
Email: swiener@cliffsidepark.edu

APPLICATION DUE: Until position filled

*Job Description attached

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

TITLE: **SCHOOL COUNSELOR**

QUALIFICATIONS: New Jersey School Counselor Certificate

REPORTS TO: Superintendent of Schools, Principal, Vice Principal, and Director of Guidance.

TERM: 10 Months – Reports 5 days prior to teachers and remains 5 days after teachers are dismissed.

RESPONSIBILITIES:

- Assembles information about pupils; Maintains up-to-date and records; Provides information needed to calculate class rank; Coordinates the issuance of transcripts for seniors.
- Participates in the school testing program and assists in interpreting test results to parents, pupils and teachers.
- Conducts conferences with parents and/ or teachers to help them better understand and assist with the educational, vocational, personal and social adjustment plans of their children.
- Organizes and disseminates materials of an occupational and educational nature for pupil, parent and staff use; Conducts special interest workshops for parents, i.e. financial aid; Keeps up-to-date file of guidance materials; Shows resourcefulness in developing a program of activities pertaining to career education; Assists in the planning of orientation workshops for 8th grade students; Visits classrooms to conduct group guidance sessions.
- Assists and counsels students in course selection.
- Directs students towards post-secondary educational and vocational opportunities; Arranges for college and vocational school tours; Invites community and college representatives to speak on career opportunities and training programs; Counsels students regarding sources of financial aid; Assists in the selection of post-secondary educational institutions on an individual basis.
- Utilizes the resources of the community in developing and expanding guidance services and activities.
- Supplies information pertaining to the development, progress, and needs of the guidance program.
- Carries out policies, rules and regulations of the board of Education and any other duties as deemed necessary by administration as related to the position.
- Strives to improve his/her capabilities; Keeps abreast of educational trends; Makes visits to other school.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

- Is responsible for seeing that each student fulfills graduation requirements.
- Provides services that meet the special needs of individual students; Initiates the referral process.
- Individual student academic planning and goal setting.
- School counseling classroom lessons based on student success standards.
- Short-term counseling to students.
- Referrals for long-term support.
- Collaboration with families/teachers/administrators/community for student success.
- Advocacy for students at individual education plan meetings and other student-focused meetings.
- Data Analysis to identify student issues, needs and challenges.
- Acting as a systems change agent to improve equity and access, achievement and opportunities for all students.

EVALUATION:

Performance of this position will be evaluated annually in accordance with the provisions of the Board's Policy Evaluation of Professional Personnel.