

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

**TO:** All Staff

**POSITION:** Districtwide – School Counselor  
(multiple positions)

**SALARY:** as per contract

**QUALIFICATIONS:** NJ DOE Certified  
School Counselor Certificate  
(see attached job description)

**EMPLOYMENT:** 2025-2026 SY

**APPLY TO:** Susan Wiener  
Director of Guidance  
Email: [swiener@cliffsidepark.edu](mailto:swiener@cliffsidepark.edu)  
cc: [dbcalabrese@cliffsidepark.edu](mailto:dbcalabrese@cliffsidepark.edu)

**APPLICATION DUE:** April 11, 2025

**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 – Additional contractual days depending on school assignment

**RESPONSIBILITIES:**

- Counseling: Provides individual, group and classroom group counseling and counseling lessons for assigned caseload and in cooperation with other counseling faculty; provide referral resources to those students in need of a higher level of care.
- Student Advocacy: Provides advocacy for students at individual education plan, 504, I&RS and other student-focused meetings.
- Intervention & Referral Services (I&RS)/Multi-tiered Systems of Supports (MTSS): Serves as the primary personnel overseeing the I&RS Process and Action Planning, including MTSS interventions as applicable.
- Student Data & Records: Makes data-informed decisions regarding student classes & academic progress; assembles student information, maintains cumulative files of students; keeps general counseling notes.
- Parent Communication: Serves as a primary point of contact between home and school; conducts conferences and supports teacher communication with parents regarding student academic progress, Social Emotional Learning (SEL) needs of students, opportunities for students, community opportunities and more. Conducts workshop and provides information for parents (e.g. SEL, current school issues, college/financial aid, etc.).
- Teacher Communication: Assists teachers with both tier two and tier three interventions for students; works with teachers to help them better understand student development, individual student backgrounds, etc.
- Leadership: Takes on a leadership role as necessary within the assigned school structure; assists administration in a supportive role. Keeps up-to-date informational and referral resources for students & families.
- Program Development: Shows resourcefulness and initiative in developing programs & activities pertaining to counseling topics, and career education; assists in the planning of transitions for new students to the district as well as rising students from younger grades/schools.
- Schedule: Works with students, teachers and administration on student scheduling from year to year.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

- College/Career Guidance: 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 students and families in the selection of post-secondary plans on an individual basis.
- Community: Utilizes & leverages the resources of the community in developing and expanding counseling services and activities.
- Program Outreach: Uses various resources to advertise the activities of school counselors, available counseling resources, accomplishments of counselors & students, etc.
- Personal Career Development: Strives to improve his/her capabilities; keeps abreast of educational trends.
- High School Counselors: Maintain ongoing student records to ensure all students are on track for graduation.
- 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.

**EVALUATION:**

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