

WATCHUNG BOROUGH PUBLIC SCHOOLS

JOB DESCRIPTION

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**TITLE:** GUIDANCE COUNSELOR

**REPORTS TO:** Building Principal

**QUALIFICATIONS:** A valid certificate as a Guidance Counselor

**JOB GOAL:** To implement a comprehensive elementary counseling program that focuses on academic, career and personal/social development. The counselor, in cooperation with the classroom teacher and parents/guardians, will identify the issues that affect student learning and achievement, and develop appropriate responses..

**PERFORMANCE RESPONSIBILITIES:**

1. Identifies children at risk of not experiencing success in school and responds to their needs.
2. Works with underachieving students who are experiencing behavioral or interpersonal problems that interfere with academic learning.
3. Shares and analyzes information and ideas with the classroom teacher in order to plan and implement strategies for helping students gain the most from their school experience.
4. Develops educational strategies to meet the needs of individual students who are not working up to their academic potential.
5. Provides individual counseling sessions with parents to help them understand their child's learning style, academic performance, behavioral problems and offer support in crisis situations.
6. Collaborates with teachers on the development of behavioral management strategies for individuals and groups.
7. Assists in the administration of the district testing program and in the dissemination of and interpretation of results to students and parents.
8. Counsels students who have disciplinary problems.
9. Conducts parenting classes during evening hours that focus on providing parents with techniques for helping their children succeed.
10. Works closely with teachers, administrators, child study team and other professional staff members, providing information and assistance for the benefit of students.
11. Utilizes the resources of the community in developing and expanding guidance services and activities.
12. Provides for a smooth transition from elementary school to middle school, which will include orientation programs for students and parents.
13. Performs such tasks as may be assigned by the administration.
14. Evaluates and implements programs that have been approved by Administrative Council such as peer mediation, social problem solving and career portfolios.
15. Offers support in study skills to students who have a need.
16. Provides information on out-of-school activities/opportunities for students with special talents.
17. Demonstrates a professional attitude and a desire for continued professional growth by membership in appropriate organizations, professional reading, attendance at conferences, pursuit of graduate study or other commensurate activities.
18. Attends staff meetings and serves on committees as requested by administration.
19. Seeks to promote a positive environment in the school with students, staff, parents and the community at large through affirmative service oriented interactions.
20. Seeks to provide a positive role model within the school setting, both personal and professional in relations with students, parents, school visitors and community members.

**TERMS OF**

**EMPLOYMENT:** As set forth in the collective bargaining agreement between the Board and the WBEA

**EVALUATION:** Annual in accordance with Board Policy

**APPROVED:** June 12, 2019