



## West Windsor-Plainsboro Regional School District

### Job Description

**Job Title:** School Counselor  
**Department:** Guidance Department  
**Location:** Assigned School  
**Report To:** Director of Counseling, Health, and Wellness  
**Salary Guide:** WWPEA; 10 Month Contract  
**Prepared Date:** 14 December 2021

**Position Summary:** The primary responsibility of a School Counselor is to help all students recognize and develop their full potential as unique human beings. To reach this goal the counselor needs to help the students achieve academically, personally and socially. This occurs when the counselor works closely with parents, teachers, school administrators and other professionals to provide the best possible resources and services.

**Qualifications:** Valid Teaching School Counselor Certificate. School counseling experience. Strong interpersonal skills and knowledge of traditional and developmental school counseling issues and procedures.

**Essential Duties:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the skill, knowledge, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Other duties may be assigned.

- Deliver the district school counseling curriculum to meet student academic, social and emotional needs
- Foster student academic, career and personal/social development via classroom lessons, pull-out groups and individual counselor meetings.
- Provide swift and efficient intervention and continued support for crisis situations.
- Work closely with the child study team to enhance the opportunities for children with special needs.
- Make cumulative records available on all students and assist in the interpretation of the data.
- Provide in-service training for specific needs and to present new ideas.

- Assist new students in adjusting to the school and the community.
- Review records of all new students and report significant information regarding placement or any other concerns to the building principal.
- Disseminate appropriate school counseling information to the broader school community
- Conduct workshops and/or PTA presentations on issues significant to the school community.
- Meet with individual parents to facilitate the specific needs of their child.

### **TECHNOLOGY SKILLS**

Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, and Genesis Employee Portal.

### **EVALUATION OF PERFORMANCE**

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

### **PHYSICAL DEMANDS**

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **TERMS OF EMPLOYMENT**

10 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

### **NEW JERSEY FIRST ACT**

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

## AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

**The West Windsor-Plainsboro Regional School District** is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

BOARD APPROVAL DATE: 12/14/2021

CERTIFIED BY: CJ Cornella  
Director of Human Resources