

**FAIRFIELD TOWNSHIP SCHOOL DISTRICT
CUMBERLAND COUNTY, NJ
HAS THE FOLLOWING ANTICIPATED CERTIFICATED POSITION AVAILABLE**

Guidance Counselor-2019-2020 School Year

QUALIFICATIONS:

1. Valid New Jersey Educational Services Certificate and School Counselor Endorsement or eligibility
2. Broad knowledge of testing and evaluation, theories of individual and group guidance techniques, elementary school guidance program design and career educational information and placement
3. Demonstrated ability to communicate and work effectively with students, parents, and staff and community groups and organizations
4. Required Criminal History Background check and proof of U.S. Citizenship or Legal Resident Alien Status.

REPORTS TO: Superintendent/Assistant Principal

JOB GOAL: To help pupils achieve personal fulfillment by providing them with guidance and counseling services to make successful personal, educational and occupational life plans.

Performance Responsibilities:

1. Assists students in evaluating their aptitudes and abilities through the use of teachers comments, interpretation of individual standardized test scores and other pertinent data.
2. Assists with the registration of new students
3. Provides smooth transition from elementary school to high school which may include orientation programs for students and parents.
4. Works closely with and involves parents in the resolution of school related problems.
5. Assists in the organization and administration of standardized test programs. Provides timely notices and information to students and parents of opportunities to take various exams.
6. Maintains student records and ensures their confidentiality.
7. Oversees 8th Grade Graduation/Awards Assembly
8. Coordinates/Oversees I&RS Meetings
9. Trains/Conducts Peer Mediation Groups, School Community Service Groups, Conflict Resolution Groups
10. Deals with confusion and emergencies in a friendly, supportive, calm manner. Assists agitated or confused students In re-composing themselves during situations where the student has a problem or personal setback.
11. Maintains professional competence and continuous improvement through in-service education and other professional Growth activities.
12. Assists teachers/students in classroom.

TERM OF EMPLOYMENT: 10 Month Employee

SALARY: Per Salary Guide of Collective Bargaining Agreement

BENEFITS: Medical, Dental, Prescription & Optical Plan

Submit cover letter, resume, and transcripts to:

employment@fairfield.k12.nj.us

Closing Date: May 31, 2019

*******FAIRFIELD TOWNSHIP PUBLIC SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER*******

The FAIRFIELD TOWNSHIP Board of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, color, religion, national origin, ancestry, age, political affiliation, sex, armed forces liability, physical handicap, social or economic status.

The Board is committed to Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act.