

# FLEMINGTON-RARITAN REGIONAL SCHOOLS

## JOB DESCRIPTION

**TITLE:** BILINGUAL COUNSELOR

**QUALIFICATIONS:**

1. New Jersey Certificate as a School Counselor or in Student Personnel Services.
2. Excellent written/verbal communication skills in both English and Spanish.
3. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.

**REPORTS TO:** Building Principal and/or Director of Pupil Personnel Services

**JOB GOAL:** Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development of all students. In addition, the Bilingual Counselor organizes intervention and enrichment activities and promotes parent involvement through a coordinated system of community outreach programs.

**PERFORMANCE RESPONSIBILITIES:**

1. Adheres to laws, Board policies, district regulations, school procedures, and ethical standards of the school counseling profession.
2. Plans and maintains an effective comprehensive school counseling program.
  - a. Maintains on-going dialogue regarding the comprehensive school counseling program with school administrators.
  - b. Assists in the development of the program plan for the effective delivery of the school counseling program based on the New Jersey Student Learning Standards, current “best practices” in school counseling, and in response to district and individual school data.
  - c. Communicates the goals of the comprehensive school counseling program to education stakeholders and community members.
  - d. Maintains and shares current appropriate resources for education students, parents, staff, and community members.
3. Delivers comprehensive school counseling program through guidance curriculum, individual student planning, preventive and responsive services and system support.
  - a. Provides leadership and collaborates with other educators in the school-wide integration of the Guidance Curriculum.
  - b. Implements developmentally-appropriate and prevention-oriented group activities to meet student needs and school goals
  - c. Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals and plans when appropriate.
  - d. Collaborates with parent/guardians and educators to assist students with educational, career, and social-emotional learning when appropriate.
  - e. Provides individual and group counseling to students with identified concerns and needs.
  - f. Consults and collaborates effectively with parents/guardians, teachers, administrators and other educational/community resources regarding students with identified concerns and

- needs.
  - g. Implements an effective referral and follow-up process.
  - h. Accurately and appropriately uses assessment procedures for determining and structuring individual and group counseling services.
  - i. Provides appropriate information to staff related to the comprehensive school counseling program.
  - j. Accurately and appropriately interprets and utilizes student data.
  - k. Assists teachers, parents/guardians and other stakeholders in interpreting and understanding student data.
4. Attend I&RS and Child Study Team meetings, as appropriate, to promote collaboration in meeting the academic, behavioral, physical, and emotional needs of students.
  5. Participates in scheduled departmental meetings.
  6. Participates in professional development activities to improve knowledge and skills relevant to their role as school counselor.
  7. Uses available technology resources to enhance the school counseling program.
  8. Assists in the organization, administration and interpretation of the District's testing program.
  9. Assists in the orientation of new students in the District and assists in scheduling, where needed.
  10. Performs other tasks as assigned by Administration.

**Additional Responsibilities**

11. Provides trauma-informed counseling for students suffering from issues stemming from relocation, separation from other family members, poverty, and possible abuse.
12. Assists with the implementation of interventions designed to address chronic absenteeism.
13. Promotes the academic success and the social-emotional growth of English language learners by organizing activities outside the school-day that address the academic, physical, social, and emotional needs of students.
14. Facilitates meaningful opportunities for parent involvement and assists in meeting the needs of children and their families by serving as an advocate, liaison, and organizer of community outreach programs.
  - a. Meet with new students and families to assist in meeting registration requirements and connect them to community resources as appropriate.
  - b. Organize evening parent/guardian programs aimed at providing strategies that can be used at home to support the academic success of children.
  - c. Implement strategies that will ensure effective school-home communications, particularly with our bilingual community member.

**TERMS OF**

**EMPLOYMENT:** Salary for a ten-month year with compensation terms as per FREA Agreement.

**EVALUATION:** Performance of this job will be evaluated annually by the building principal in accordance with the Board's policy on evaluation.

**APPROVED BY:** Board of Education      **DATE:** December 16, 2019

