

**JOB DESCRIPTION**

**DISTRICT GUIDANCE COUNSELOR**

- Title:** District Guidance Counselor
- Qualifications:** School Counselor Certification
- Reports to:** Principal and Administrator in Charge of Special Services
- Job Goal:** To work with students, parents, teachers, school administrators, and other professionals to provide students with the best possible resources and services to develop academically, personally, and socially.

**PERFORMANCE RESPONSIBILITIES:**

- To teach the guidance curriculum lessons to students in grades K through 5.
- To attend Child Study Team meetings as required.
- To provide individual and group counseling across all grade levels Kindergarten through 8 as needed.
- To develop and implement programs to address social skills development and character education.
- To work with the Principal and the teachers in dealing with crisis situations.
- To consult with the Child Study Team regarding special reports.
- To counsel students having academic/personal problems on an as needed basis or in accordance with the student's IEP.
- To serve as a member of the 504 Committee.

**Long Hill Township School District  
Gillette, New Jersey 07933  
Policy**

**4118.3H JD**

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**DISTRICT GUIDANCE COUNSELOR**

To assist in the coordination of home instruction or bedside instruction for students as needed.

**EVALUATION:**

An annual performance review will be conducted annually by the school principal according to Policy 5130.

**Reviewed and readopted: June 11, 2012**  
**Adopted: November 12, 1979**