

**FRANKLIN TOWNSHIP PUBLIC SCHOOLS
SOMERSET (SOMERSET COUNTY), NEW JERSEY
JOB DESCRIPTION**

TITLE: ELEMENTARY SCHOOL COUNSELOR COORDINATOR

I. POSITION SUMMARY

To support the district's counseling program by assisting the Director in the development and implementation of a comprehensive elementary school counseling program based on the National Standards for School Counseling Programs.

II. DUTIES

1. Identification and coordinating of professional development activities pertinent and relevant to elementary school counselor needs.
2. Facilitate communication and exchange of information among all elementary school counselors and the Director.
3. Organize and conduct monthly meetings with elementary counseling staff.
4. Participate in the selection of school counseling personnel, as needed.
5. Assist in the development and implementation of a comprehensive elementary counseling model and annual calendar, which is integrated across three content areas- academic, career, and personal/social.
6. Establish planned events for parents and guardians to promote the elementary school counseling program and services.
7. Initiate and maintain productive working relationships with students, staff, parents, administration and community-based organizations.
8. Serve as a resource, for elementary school administration, in the area of student scheduling.

III. APPOINTMENT

The Elementary School Counselor Coordinator shall be appointed annually by a majority roll call vote of the full membership of the Board of Education. The position shall be a stipend position and shall not be eligible for tenure.

IV. REPORTS TO

The Elementary School Counselor Coordinator shall be responsible to the Director of Guidance. In addition to his/her observations and evaluation as a School Counselor, the Elementary School Counselor Coordinator will receive a summative evaluation of their work as a Coordinator.

V. QUALIFICATIONS

1. Current employment as an elementary school counselor
2. New Jersey School Counselor certification.
3. Received three consecutive satisfactory annual performance reviews.
4. Demonstrate effective leadership, problem-solving, organizational, human relations, technological and written and verbal communication skills.

APPROVED:

Superintendent of Schools
Dr. John Ravally

Date