

HIGH SCHOOL / INTERMEDIATE SCHOOL

TITLE: Transition Counselor

REPORTS TO: Principal

QUALIFICATIONS: 1. Appropriate teacher's certificate

JOB GOAL: Provide guidance for school programs that formerly fell under responsibilities of the SAC counselor

PERFORMANCE RESPONSIBILITIES:

- Transition new core team leaders in the high school and Intermediate School in developing an effective core team in the absence of a SAC counselor. Coordinate in-service training for the team in both schools as well as develop a manual highlighting both in-school resources as well as outside agencies that can assist in students and families in need.
- Provide counseling when necessary to ISS students.
- Create a binder for the high school and intermediate school highlighting various student scenarios faced by the SAC counselors on a daily basis with recommendations of counseling options for students and families. Bring in local therapists / outside counselors who work with our students so they can meet with both guidance depts. for a dialogue on the services they provide.
- Create a list of student groups typically run by the SAC at the Intermediate School. Outline the objective of each counseling session for each group as well as a plan of action.
- Contact DEA to arrange for a representative to in-service our staff (the crisis team, CST, school psychologist, administration, and guidance counselors) on the topic of "pharming" in the garden state
- Coordinate with Michael Fowlin, to present his program titled "You don't know me until you know me" a program for freshman students.
- Research various speakers / programs for the IS on anti-bullying and set up at least one school program.
- Substitute at the high school / intermediate school when necessary

TERMS OF EMPLOYMENT: September 1 through November 30, 2008, Step 1 of WTEA Teachers' Guide

EVALUATION: High School and Intermediate School Principal

APPROVED: July 8, 2008