

WALL TOWNSHIP PUBLIC SCHOOLS

TITLE: SCHOOL FAMILY LIAISON COUNSELOR

REPORTS TO: Building Principals and Director of Special Services

QUALIFICATIONS: State Certification as School Psychologist, Social Worker or Student Personnel Services

JOB GOAL: To improve the educational experience of students through a comprehensive program of psychological consultation, family involvement, diagnosis and/or counseling when appropriate.

PERFORMANCE RESPONSIBILITIES:

1. Works with administrators, guidance counselors and faculty to support a program that improves the educational experience of students
2. Serves as a member of the I&RS committee as needed.
3. Develops, coordinates and conducts programs designed to assist students solve emotional and educational difficulties.
4. Assesses difficulties of students through appropriate consultation, testing and diagnostic practices.
5. Serves as a consultant on mental health topics for professional staff members.
6. Maintains student records and protects their confidentiality.
7. Keeps abreast of new developments in the field.
8. Will be responsible to provide daily counseling sessions for internal suspension.
9. Works to resolve students' educational handicaps
10. Works to discover and develop special abilities of students.
11. Works to prevent students from dropping out of school.
12. Works with students on an individual basis in the solution of personal problems related to home and family relations, health and emotional adjustment.
13. Confers with parents.
14. Provides outreach to students, staff, parents and community.
15. Advises administrators and faculty on matters of student discipline and strategies.
16. Visits any district school when necessary.
17. Serves as an active member of the Crisis Intervention Team and the Child Study Team.
18. Performs other duties as delegated by the principal and Director of Special Services.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the Board

EVALUATION: Performance of this job will be evaluated in accordance with state level and provisions of the board's policy on evaluation of certificated staff. The annual evaluation will be collaboration between the Director of Special Services and collaboration of building principals.

APPROVED: September 9, 2008

REVISED: August 11, 2009