

**PLEASE POST**

**April 5, 2019**

ESSEX COUNTY SCHOOLS OF TECHNOLOGY  
BOARD OF EDUCATION  
LEROY F. SMITH, JR. PUBLIC SAFETY BUILDING  
60 NELSON PLACE, 1 NORTH – NEWARK, NEW JERSEY 07102

2019-2020 SCHOOL YEAR

**SPECIFICATIONS FOR POSITION OF:**

**GUIDANCE COUNSELOR**

Interested applicants should submit letter of interest, resume and copy of certification(s) to Human Resources or email to [jobs@essextech.org](mailto:jobs@essextech.org) (specify position sought in subject area). Closing date: **May 20, 2019**

**QUALIFICATIONS AND REQUIREMENTS**

1. Valid New Jersey School Counselor, Student Personnel Services endorsement or eligibility
2. Knowledge of Special Education Easy IEP, PowerSchool and Naviance
3. Broad knowledge of testing and evaluation, theories of individual and group guidance techniques, secondary school guidance program design and career educational information and placement
4. Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status

**JOB GOAL**

To help students achieve personal fulfillment by providing them with guidance and counseling services to make successful personal, educational and occupational life plans.

**SALARY & TERMS OF EMPLOYMENT**

\$54,000-\$87,203

**EVALUATION**

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified personnel.

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The Essex County Schools of Technology are public schools supported by County, State and Federal Funds. There are five such programs operated by the Board of Education for the Vocational Schools in the County of Essex. These include four high schools and one adult center. In addition to salary, the Board of Education offers fringe benefits to all employees. These benefits include maintenance of hospitalization insurance including Medical, Dental and Prescription Plan.

**THE BOARD OF EDUCATION OF THE VOCATIONAL SCHOOLS  
IS AN AFFIRMATIVE ACTION EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**