

JOB POSTING

Office of the Superintendent

One High Tech Way - Secaucus, New Jersey 07094

Tel (201) 662-6700

campudia@hcstonline.org

HCST Board of Education is accepting applications for the listed Instructional positions:

Hudson County Schools of Technology

High Tech High School/ACTE

Frank J. Gargiulo Campus

Guidance Counselor

Full Time 21/22SY

(see attached Job Description)

Qualification:

Valid NJ State Teacher Certification Required

Application Procedures:

- 1) Complete HCST Instructional Application by [clicking here](#)
- 2) Send email of resume/letter/application and state certification (if applicable) to:
Colleen Smith, Director of Personnel csmith@hcstonline.org

Please include your home mailing address, email and phone number.

Posting Date: November 16, 2021

Closing Date: November 30, 2021

NONDISCRIMINATION NOTICE

"It is the policy of the Board of Education of the Hudson County Schools of Technology not to discriminate in employment or educational opportunity against any person by reason of race, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, liability for service in the Armed Forces of the United States, or atypical hereditary cellular or blood trait of any individual, in employment or in educational opportunities. Further state and federal protection is extended on account of disabilities, social or economic status, pregnancy, childbirth, pregnancy-related disabilities, actual or potential parenthood, or family status." Inquiries regarding affirmative action, discrimination (including Title IX requirements), sexual harassment or equity should be directed to Derrick Thompson

Affirmative Action Officer/504 Officer/Title IX Coordinator

Hudson County Schools of Technology

One High Tech Way - Secaucus, NJ 07094

201-631-8465 or Email: dtompson@hcstonline.org

TITLE: GUIDANCE COUNSELOR

REPORTS TO: PRINCIPAL

QUALIFICATIONS:

1. Master's Degree
2. New Jersey School Counselor Certification

JOB GOAL:

To help students overcome problems that impede learning and to assist them in making educational, occupational and life plans, and career evaluations that will lead to fulfillment as mature and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

1. Aids students in course and subject selection. Under direction of the principal, develops and edits the master schedule.
2. Obtains and disseminates occupational information to students and to classes studying occupations.
3. Assists the student wishing to make application to post-secondary vocational schools, colleges and universities.
4. Maintains a file of catalogs, school profiles, and scholarship aid information related to schools, colleges, and institutions offering post-secondary vocational training and education.
5. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupational plans in terms of such evaluation.
6. Works to identify and develop special abilities of students.
7. Works to resolve students' educational handicaps in cooperation with the Child Study Team.
8. Remains up-to-date on changing job entry skill requirements and changing technologies in business and industry.

9. Assists all students in obtaining work permits, social security cards, special certificates and other paper work as required for employment.
10. Takes an active role in interpreting the school's objectives to students, parents, and the community at large.
11. Introduces the guidance program to the community, and gathers and publicizes information from the community regarding jobs available to all students.
12. May organize and/or conduct College and Career Exploration activities.
13. Serves as liaison to the community by referring students, parents, and families to various agencies equipped to deal with special problems.
14. Arrange for tutors and summer school work.
15. Acts as liaison between the school and parents in all education related matters such as grades, attendance, and academic discipline.
16. Corresponds and appraises parents and students concerning graduation requirements, failing grades etc.
17. Evaluate applications and tests; interviews all incoming and exiting students.
18. Administers all required standardized tests and ensures compliance with all testing standards.

TERMS OF EMPLOYMENT: Ten (10) month work year.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Boards' policy on evaluation of professional instructional personnel.

SALARY GUIDE: Instructional