

Glassboro Public Schools



MEMO

To: Dr. Mark Silverstein, Superintendent of Schools

From: Dr. Robert Preston, Interim Chief Academic Officer

Date: August 18, 2020

Re: Action Memo
August 26, 2020 Board Meeting

Recommend Board approve revised/updated School Counselor Job Description/Community Parent Involvement Specialist. These two positions were recently combined at J. Harvey Rodgers school; the job is partially funded by the Preschool Expansion Aid (PEA) Grant.

Glassboro School District
Job Description

TITLE: Community Parent Involvement Specialist (CPIS)/School Counselor

- QUALIFICATIONS:**
1. Bachelor's Degree or Higher (Preferred in Mental Health, Social Work or related field, such as Sociology, Psychology, or education)
 2. State of NJ Certification in School Counselor (2702).
 3. Experience providing services to preschool aged children and Families.
 4. Experience establishing and maintaining effective working relationships with parents, students, teachers, administrators, and community based organizations.
 5. Ability to oversee the district's family services program including but not limited to facilitating the community needs assessment, staffing the Early Childhood Education Advisory Council, organizing family involvement plans and activities and coordinating work with other school district professionals and community agencies and providers.
 6. Be able to determine individual family needs, provide advocacy services and help obtaining available community services.
 7. Assist parents in learning about child development, nutrition, providing a safe environment and how to support the curriculum chosen by the school district. Accomplish this by designing and providing family workshops based on identified needs and topics revealed on parent surveys.
 3. Comfortable Working with Diverse Students including Students with IEP's and English Language Learners and integrating behavior plans as needed.
 5. Experience with assistive technology and working with students who are non-verbal.
 6. High interpersonal relationship skills in dealing with fellow professionals, students, and parents.
 7. Successful Completion of Fingerprinting and Criminal History Review Process.

REPORTS TO: Building Principal

SCOPE: The Community Parent Involvement Specialist/School Counselor will work closely with Preschool teachers and families to meet the needs of students as well as provide support to students at the Preschool and Kindergarten level for social skills in the classroom and emotional or behavioral issues.

Glassboro School District Job Description

POSITION GOALS: Through family workshops and parent surveys, assist parents at the Preschool level in learning about child development, nutrition, providing a safe environment and how to support the curriculum chosen by the school district. Also, to provide students with social skills support in the classroom, provide lessons in the classroom for mindfulness and character education, and assess and provide support to children who have emotional or behavioral issue for students at the Preschool and Kindergarten level.

**PERFORMANCE
RESPONSIBILITIES:**

- Provide social skills in the classroom.
- Assess and provide support to children who have emotional or behavior issues.
- Provide lessons in the classrooms (Mindfulness/Character Education).
- Coordinate the early childhood advisory council.
- Evaluate the needs of families.
- Coordinate systematic parent involvement plans and activities.
- Coordinate work with other community agencies.
- Coordinate work with other social service personnel.
- Work with teachers and families at the Preschool level to establish and maintain working relationships with parents, students, teachers, administrators, and community-based organizations.
- Oversee the district's family service program for Preschool Program that include, but are not limited to facilitating the community needs assessment, staffing the Early Childhood Education Advisory Council, organizing family involvement plans and activities and coordinating work with other school district professionals and community agencies and providers.
- Determine family needs and then providing advocacy services and help by obtaining available community services.
- Assist Preschool parents in learning about child development, nutrition, providing a safe environment and how to support the curriculum chosen by the school district.
- Designing and providing family workshops based on identified needs and topics related to parent surveys.
- Performs such other tasks and other responsibilities as assigned.

TERMS OF EMPLOYMENT:

Ten-month, salaried position to be determined by the Glassboro Board of Education.