



**Philip Schaffer**  
Superintendent  
pschaffer@mmace.com  
609-522-6885

December 2, 2024

**\*\*\*ANTICIPATED OPENING\*\*\***

**SCHOOL GUIDANCE COUNSELOR**

**QUALIFICATIONS:**

1. Valid New Jersey School Counselor Certificate.
2. Master's degree from an accredited institution
3. Broad knowledge of testing & evaluation, theories of individual and group techniques, and elementary guidance program design.
4. Demonstrated ability to communicate and work effectively with students, staff, parents and community groups and organizations

**REQUIREMENTS:**

1. Assists students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores and other pertinent data.
2. Maintains student records and ensures their confidentiality.
3. Works closely with teachers, administrators and other professional staff members, providing information and assistance where needed for the ultimate benefit of students.
4. Maintains a close relationship with the child study team following directives and recommendations as needed.
5. Assists in the organization and administration of standardized test programs.
6. Helps orient new students with information relative to school procedures, curriculum and extracurricular opportunities.
7. Makes effective use of community resources in developing and expanding guidance services and activities.
8. Provides for a smooth transition from elementary school to high school, which may include orientation programs for students and parents.
9. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
10. Performs other duties within the scope of his/her employment and certification as may be assigned

Posting shall remain open for a minimum of 10 days from the date of this posting or until a suitable candidate is found.

Please apply via email to pschaffer@mmace.com with position clearly indicated in subject line or apply in writing to:

Mr. Philip Schaffer, Superintendent of Schools  
North Wildwood School District  
1201 Atlantic Avenue, North Wildwood, NJ 08260