

# North Haledon Public Schools

201 Squaw Brook Road • North Haledon, NJ 07508 • (973) 427-8993 (Phone) • (973) 423-1514 (Fax)

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*Nicholas S. Coffaro*  
Superintendent of Schools

*Debra Andreniuk*  
Business Administrator  
Board Secretary

## **POSTING**

### **K-8 School Counselor**

### **(2023-2024 School Year)**

#### **Qualifications:**

- **Valid New Jersey School Counseling Endorsement or eligibility;**
- **Experience as School Counselor (public or private setting) as determined by the Superintendent of Schools.**
- **Broad knowledge of testing and evaluation, as well as theories of individual and group guidance techniques, elementary/secondary school guidance program design and career educational information and placement;**
- **Strong interpersonal and communication skills; Ability to work effectively with students, parents, staff and community groups/organizations; and**
- **Required criminal history background check and proof of U.S. citizenship or legal resident alien status.**

#### **Responsibilities:**

- **Assists students in evaluating their aptitudes and abilities teacher feedback, interpretation of individual standardized test scores and other pertinent data, works with students in evolving educational and possible career plans in terms of such evaluation.**
- **Works closely with and involves parents in the resolution of school-related problems.**
- **Harassment, Intimidation, Bullying Specialist (Building Level HIB Investigation).**
- **Provides information and prepares recommendations to private and parochial high schools for admissions and scholarships.**

- **Any duties or responsibilities assigned by the Superintendent of Schools or his/her designee.**

*Please submit (email preferred) letter of interest, current resume, references and certification to:*

**Mr. Nicholas S. Coffaro  
Superintendent of Schools  
North Haledon Public Schools  
201 Squaw Brook Road  
North Haledon, NJ 07508  
Email: [ncoffaro@nhschools.net](mailto:ncoffaro@nhschools.net)  
FAX: 973-423-1514**

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