

HILLSIDE PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: Director of Guidance

QUALIFICATIONS:

1. Masters Degree in student personnel services
2. Hold a valid NJ Student Personnel, Director of School Counseling Services or Supervisor's certificate
3. Minimum of three years experience as a counselor and such additional qualifications the Board may find appropriate and/or desirable.

REPORTS TO: Superintendent of Schools
High School/Middle School Principal.

SUPERVISES: Guidance counselors district wide-school nurses and secretaries providing support for guidance services, including the attendance secretary.

JOB GOAL: To govern student personnel services. To enable all students to benefit from their educational opportunities to the fullest by eliminating, as far as possible, those problems that prevent or interfere with student learning.

PERFORMANCE RESPONSIBILITIES:

1. Prepares and administers the student personnel services budget.
2. Administer, coordinate, supervise and evaluate staff members of the Guidance Departments.
3. Plans and carries out an effective system wide guidance and counseling program.
4. Directs a program to provide counseling for individuals and groups of students and parents.
5. Coordinates registration procedures for all students.
6. Prepares a master schedule for the high school and a schedule for each student.
7. Coordinate activities to develop interaction between faculty and guidance counselors to accomplish team goals.
8. Collaborates with teachers, principals, and other school personnel. Sharing information and understanding about students. Establishes and plans for respective roles in the modification of the student's behavior.
9. Directs case study services for students including the identification, diagnosis, follow-up and referral of students with problems related to attendance, mental health, physical health and learning disabilities.
10. Serves as a curriculum consultant to curriculum development committee.
11. Oversees the evaluation and interpretation of the educational progress of students.
12. Directs the collection of statistical data required in planning the educational program.
13. Facilitates the planning and implementation of the system wide testing program for

grades seven through twelve.

14. Assumes responsibility for the accuracy, validity and interpretation of results from the use of the standardized tests.
15. Oversees the organization and maintenance of the student attendance accounting system and supervises the maintenance of student -records and reports.
16. Monitors the student record system to ensure that approved information is kept in student cumulative record folders.
17. Provides or recommends appropriate special services for groups of exceptional students and their parents.
18. Oversees the placement of individual students with special needs in those educational situations best suited to their requirements.
19. Assists in implementing state department regulations and in developing programs consistent with those regulations.
20. Conducts a continuing study of dropouts and graduates.
21. Recruit, screens, assigns, evaluates and trains staff members for the various branches of student personnel services.
22. Plans and supervises an orientation program for new students.
23. Conducts meetings with counselors, parents and students to broaden awareness of careers, college, financial aid, vocational training, etc.
24. Promotes group-counseling activities, which are likely to develop student self-awareness, and sensitivity.
25. Supervises the advisors and Director of Athletics to implement the eligibility policy of the Board of Education.
26. Provides in-service workshops and training and development programs at monthly meetings and at other times as needed for members of the department and teachers.
27. Assumes responsibility for own professional development; for keeping current with the literature, new research findings, and improved techniques in specialized area; and for attending professional meetings.
28. Coordinates referrals to school and community resources.
29. Explains and interprets district and school policies to students, staff, and community.
30. Establishes effective working relationships with other institutions of the town, region, and state that may be of use to teachers, parents or students.
31. Establishes effective liaison with the various offices and agencies within the community and surrounding areas that may provide specialized or professional help to students and their parents, and serves as the referral agent to those offices and agencies.
32. Defines and interprets the professional function of student personnel specialists to administrators, teachers, students, parents, and the public.
33. Represents the district in regional and nationally sponsored research projects.
34. Provides articulation between elementary and secondary guidance programs.

35. Interviews and recommends applicants.
36. Assists the high school principal in the analysis of school problems and implementation of solutions.
37. Supervises departments as assigned by building administrator.
38. Performs such other duties as may be assigned by the principal, director, or superintendent.

TERMS OF EMPLOYMENT:

Twelve-month year. Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Date:

Revised by: