

TITLE: 7-12 SUPERVISOR OF GUIDANCE SERVICES**QUALIFICATIONS:**

1. Possess a Master's degree in Guidance and Counseling; or
Director of School Counseling Services Standard Certificate; or
New Jersey Certificate of Student Personnel Services/School Counselor Certificate; or
Standard NJ Principal/Supervisor Certificate.
2. Five (5) or more years of administrative experience as principal, supervisor, and/or a related position.
3. Five (5) or more years of demonstrated evidence and experience of excellent service as a school guidance counselor.
4. Strong leadership and communication skills.

REPORTS TO: District Supervisor and/or Principal

SUPERVISES: 7-12 Guidance Counselors, Student Assistance Coordinators

JOB GOAL:

The Supervisor of Guidance shall direct, implement, supervise and evaluate all aspects of counseling programs, college and career programs and related services, parent/community awareness of services and shall serve as a coordinator of the Intervention and Referral Service Committees, RTI and 504 Coordinator.

DISTRICT PERFORMANCE RESPONSIBILITIES:

1. Provides vision and leadership in the development of guidance programs; coordinates and supervises related activities. Evaluates existing programs and makes recommendations for improvements.
2. Develops program proposals, budgets, action plans and evaluative reports as required; presents proposals and reports to the administration, school staff and community and Board of Education when requested by the Superintendent.
3. Collects and analyzes data, particularly State assessments, regarding the achievement of students and other pertinent information affecting the design and implementation of services and programs.
4. Supervises, coordinates, assesses and implements the administration of all Guidance and Student Assistance Coordinator (SAC) programs.
5. Participates in the development and implementation of in-service programs.
6. Assumes responsibility for the recruitment, assignment, and supervision of all certified and non-certified pupil services staff.
7. Supervises the coordination of transition activities between schools to ensure smooth transition for all students and parents between buildings.
8. Coordinates articulation meetings within and between schools.
9. Works in collaboration with other central office staff in analyzing and evaluating procedures within schools and central office and makes recommendations as required.

10. Assumes responsibility for own professional growth and development; for keeping current with the literature, new research findings, improved techniques, and for attending appropriate professional development.
11. Other duties as assigned by the Superintendent.

GUIDANCE PERFORMANCE RESPONSIBILITIES:

Supervision of Guidance Activities

- a. Designs, implements and evaluates the guidance and counseling program.
- b. Compiles regular updates and disseminates in accordance with district procedures a comprehensive description of the district guidance Program including policies, procedures and other components.
- c. Maintains communications with offices and agencies that provide specialized help to students and parents.
- d. Coordinates the guidance program with others in the school and community to promote maximum cognitive and affective benefits for students.
- e. Works closely with the high school and middle school in the design and implementation of the master schedule.
- f. Plans and conducts the scheduling process for students entering seventh through twelfth grade.
- g. Oversees the 7-12 student (cumulative) record system to ensure that relevant, up-to-date information is maintained in accordance with state and federal law, Board policy, and district procedures.
- h. Conducts on-going follow-up studies of dropouts, transfers, and graduates and communicates data to relevant audiences.
- i. Maintains own knowledge of the instructional and extracurricular programs of the district and utilizes this information in working with staff, students, parents and others to enable students to obtain maximum benefit from their school experience.
- j. Makes available to students, information about post-high school opportunities through mini-college fairs, individual appointments, print documents, and online resources.
- k. Identifies and addresses needs of special populations through special guidance programs and other activities.
- l. Oversees the application process (for post-high school education, military, scholarships, etc.) and ensures the timely submission of high quality documents.
- m. Oversees the implementation of state law and regulation, Board policies and school procedures in the Guidance Department.
- n. Oversees the registration of new students and the transfer of students.
- o. Supervises the processing of student working papers.
- p. Provides for articulation of the guidance program through regular meetings of counselors.
- q. Ensures that appropriate records are maintained by counselors to track student progress, note counseling service provided and generate necessary state and district reports.

Personnel Administration

- a. Participates in the process to recruit, screen, interview, and recommend new counselors.
- b. Evaluates guidance staff, counselors and office personnel in accordance with state law, Board policy and contractual agreements.

Testing

- a. Oversees the testing programs, prepares information/data as requested, and interprets results of tests for school personnel, the Board of Education, parents and other audiences.
- b. Coordinates the Portfolio Review Process for high school students who do not pass the state graduation test.
- c. Serves as a member of the district's Assessment Committee and contributes expertise to the development of the assessment program, the selection of testing instruments, the design of alternative assessments, and other activities as may be directed.
- d. Works in cooperation with other administrators in the district to coordinate the district's testing/assessment program.

Staff Development

- a. Facilitates the participation of the guidance staff in professional development experiences to enhance their job-related knowledge and skills.
- b. Conducts in-service training for district programs as required.

School and Community Relations

- a. Promotes on-going, two-way communications with students, school personnel, parents and others to enhance the guidance services program and the school district.
- b. Prepares and disseminates guidance-related literature and publications (i.e., School Profile).
- c. Participates in administrative and curricula meetings for administrators, supervisors, and department chairs.
- d. Facilitates articulation experiences for guidance and other staff.
- e. Participates in relevant administrative meetings conducted by the Superintendent.

Counseling

- a. Counsels students in their academic, personal, and social development consistent with the policies and goals of the Board and within the resources provided by the Board.

Professional Development

- a. Continues own professional growth and development through memberships; attendance at relevant meetings; workshops and conferences; enrollment in advanced courses; and similar activities.
- b. Keeps up-to-date with changes and developments in the profession by attending professional workshops and meetings, reading professional journals and other publications, and participating in other experiences.
- c. Represents the district at relevant local, county and state guidance meetings.

College Placement

- a. Establishes a coordinated plan to allow students to become familiar with higher education opportunities.
- b. Establishes a network with colleges and universities and workforce development organizations.
- c. Establishes a user friendly college admission time table for parents and students.

Career Opportunities

- a. Develops a career program, updated regularly, to inform students of current and emerging career opportunities.
- b. Works with the instructional staff to integrate careers into the classroom.
- c. Arranges career days and appropriate career speakers and presentations.

Other

- a. Performs such other tasks and assumes such duties as may be assigned by the Superintendent, Assistant Superintendent, Director of Special Services, Middle/High School Principal, and District Supervisor.

TERMS OF

EMPLOYMENT: Twelve-month year. The salary is to be established by the Lacey Township Board of Education.

ANNUAL

EVALUATION: Annually by the District Supervisor and Principal in cooperation with the Superintendent, Assistant Superintendent and in accordance with board policy.

Approved by: Lacey Township Board of Education

Date: August 18, 2014

Revised: October 15, 2018

Revised: February 19, 2019