

**SECTION      TEACHING/EDUCATIONAL SERVICES PERSONNEL**

**AREA            EDUCATIONAL SERVICES PERSONNEL**

**TITLE:          Head School Counselor**

**QUALIFICATIONS:**

1.      New Jersey certification for Student Personnel Services or School Counselor.
2.      Previous experience as a School Counselor.
3.      Such additional or alternative qualifications as the Board of Education may deem appropriate.

**REPORTING RESPONSIBILITY:**

The Head School Counselor is directly responsible to the building principal(s) and through him/her to the Director of Student Personnel Services.

**JOB GOAL:**

The Head School Counselor under the direction of the building principal(s) and/or the Director of Student Personnel Services assist in the mechanics of implementing the School Counseling Services program. The person chosen to be the Head School Counselor must possess counseling and leadership competencies, and must be able to develop cooperative relationships with administrators, teachers and support personnel. The person must believe that each student possesses intrinsic worth and inherent and inalienable rights, and that each student is the focus of the educational process.

The Head School Counselor demonstrates all of the professional competencies and attributes as enumerated Position Description 502, School Counselor.

**TERMS OF EMPLOYMENT:**

Twelve-month contract consistent with the applicable negotiated employee agreement.

**PERSONAL EVALUATION:**

Based on the performance of responsibilities identified in this position description, Position Description 502 and the criteria and procedures of the applicable evaluation policy. See Policy 4118, Evaluation of Tenured Teaching Staff Members and 4119, Evaluation of Non-Tenured Teaching Staff Members.

**PERFORMANCE RESPONSIBILITIES:**

**A.      Financial Planning/Management**

1. Develops a departmental budget-planning schedule incorporating appropriate planning time and submission of budget to the building principal.
2. Develops a budget plan consistent with student needs and district and school counseling objectives.
3. Utilizes staff input in the budget planning process.
4. Monitors department budget.

**B. Staff Development**

1. In conjunction with the Director of Student Personnel Services and the building principal develops in-service programs for building in-service days.
2. Provides input and assistance in the recruitment and selection of the school counseling staff and the reassignment of those counselors in the department when necessary.

**C. Curriculum Development and Implementation**

1. Assists the Director of Student Personnel Services with the implementation of program objectives reflective of district goals.
2. Remains alert to significant developments in education, in general, and school counseling in specific.
3. Directs program development in school counseling services and monitors implementation of same.
4. Assists with the procedures for evaluation and revision of programs in school counseling service.
5. Assists in evaluating and interpreting results of standardized tests to discover program strengths and weaknesses.
6. Participates in the development and implementation of programs for parents/guardians that relate to meeting the educational needs of students, including establishment of a School Counseling Services Advisory Committee.
7. Provides input necessary for the development of the master schedule.
8. Provides the Director of Student Personnel Services and the building principal with pertinent data concerning curriculum implementation and development.

**D. Program Administration and Management**

1. Accepts an active role in communicating and working with administrators, supervisory personnel and principals recommending solutions which contribute to successful academic, personal, and social experiences for district pupils.

2. Implements Board policies/procedures, district and state regulations.
3. Maintains documentation of all program activities.

**E. Communications**

1. Prepares special reports to the teachers, administrators, the Board and the community on pupil progress including follow-up status.
2. Completes in an accurate and timely manner all required local, state and federal reports.
3. Maintains communication with the state, county and community organizations specializing in child welfare, mental health, protective, judicial and support services.
4. Maintains communications with industry and businesses.
5. Maintains communication with parent/guardian.
6. Disseminates information to the total staff, administration and community.
7. Develops internal procedures to respond effectively to parental/guardian suggestions and complaints.
8. Prepares clear and concise correspondence, reports and agendas to meet internal staff needs.
9. Consults and maintains liaison between school counseling services program and other district programs including student personnel services, alternate education, compensatory education, vocational education and career education.

**F. Specific Tasks**

1. Provides counseling services for assigned students, graduates, and dropouts and, upon request, the adult community.
2. Attends the principal's cabinet meetings.
3. Monitors the activities of the College/Career Resource Room.
4. Coordinates the school counseling services program within the school and feeder middle schools.
5. Serves as the building scholarship chairperson.
6. Organizes the administration of PSAT, SAT, Advance Placement and Career Inventory testing.
7. Organizes a "Further Education Night."
8. Assists the Director of Student Personnel Services in the implementation of a regular systematic counseling program, both of an individual and group nature.

9. Organizes a job placement service for students.
10. Coordinates grade reporting and mid-marking period progress reports.
11. Organizes career and vocational school counseling activities for students.
12. Assists with the annual evaluation of the School Counseling Services program, including follow-up studies.
13. Reports departmental progress periodically to the Director of Student Personnel Services through written reports and attendance at meetings.
14. Reviews all transcripts and recommendations prior to approval by the Director of Student Personnel Services.
15. Organizes, supervises and disseminates the various clerical tasks to the clerical staff within main school counseling.
16. Performs all the responsibilities of a school counselor in counseling his/her assigned students. See Position Description 502, School Counselor.

**G. Other Duties and Responsibilities**

1. Performs other duties and responsibilities incidental to the office or as assigned by the building principal(s) or Director of Student Personnel Services.

Position Description Approved: 1/24/95