

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Supervisor of Guidance (PS-12)

II. PRIMARY FUNCTION

To provide leadership, coordination and innovation for all guidance and counseling services and programs within the district schools assigned Grades PS-12

III. REPORTS TO

Director of Pupil –Special Services or designee

IV. SUPERVISES

District professional staff assigned Grades PS-12

V. QUALIFICATIONS

- Masters Degree in Pupil Personnel Services or related area
- New Jersey Pupil Personnel Certificate or School Counselor
- Minimum of three (3) years in guidance/counseling
- Must possess or be eligible for New Jersey Supervisor's Certificate
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify.

VI. MAJOR DUTIES AND RESPONSIBILITIES

- Coordinates the overall planning of the guidance department for the year in consultation with the building principals
- Recommends to the building principal assigned areas of responsibility for each counselor consultation
- Assumes responsibility for the supervision and evaluation of the testing program
- Meets weekly with counseling staff to coordinate and evaluate the guidance program
- Coordinates the orientation programs for eighth grade and ninth grade students and for transfer students new to the school and in consultation with the principal
- Assumes the responsibility for developing and publishing college and occupational information for students and for maintaining a library accessible to students in the guidance office and the library and for overseeing the GIS Program
- Assumes the responsibilities for designing drop-out and follow-up studies and other district or state reports as appropriate to guidance
- Provides coordination between school and community regarding opportunities for job placement
- Submits an annual report to the building principals outlining the problems, progress and future plans of the department
- Assists counselors in providing guidance services to students in the development of educational plans relevant to the student's personal growth and career planning
- Supervises and manages pupil records in accordance with school, district and state mandates. Works with school community to assist in appropriate interpretation of records
- Develops and maintains a program of public relations within the school and community
- Establishes and maintains regular communications with students, parents and staff to provide information regarding effectiveness of guidance services
- Observes and evaluates the guidance counselors in the district schools assigned Grades PS – 12 according to school and district policies and practices
- Directs the planning, organization and coordination of the scholarship program

- Coordinates with the administration, guidance participation on the I & RS and CORE Team
- Coordinates requests for Section 504
- Performs other related duties as may be assigned by the building principals
- Perform such other duties as may be assigned by the Superintendent or designee

VII. TERMS OF EMPLOYMENT

Twelve-month position in accordance with provisions of EPSA/BOE contract

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Job Description/Section IV SUPERVISOR OF GUIDANCE (PS-12)

APPROVED: November 22, 2010