

CARLSTADT-EAST RUTHERFORD REGIONAL BOARD OF EDUCATION

INSTRUCTION/CURRICULUM

Administrative Regulations

TITLE: 9-12 SUPERVISOR OF GUIDANCE

QUALIFICATIONS:

1. Valid New Jersey Director of School Counseling Services Certificate required, and Supervisor Certificate required.
2. Minimum experience as determined by Board.
3. Knowledge of computerized master schedule development.
4. Broad knowledge of adolescent growth and development, individual group guidance and counseling.
5. Strong leadership and communication skills.
6. Skills in human relations, problem solving and organization.
7. Required criminal history check and proof of U.S. citizenship or legal resident status.

*As defined in N.J.A.C. 6A:9-9 Instructional certificates

REPORTS TO: High School Principal and Superintendent

SUPERVISES/JOB GOAL: The Supervisor is responsible for administering and supervising the Guidance Department, Substance Abuse Awareness Counselor, Health Services Personnel, and other certificated and non-certificated support staff members.

PERFORMANCE RESPONSIBILITIES:

1. Support the Board of Education and Administration's philosophy, goals, and objectives for the district.
2. Provide leadership in the development of the district's program of student services, job placement, college application process, and where appropriate, special education procedures.
3. Coordinate and oversee visitations by college representatives, including parent nights and college fairs that provide additional information for parents, students, and the community.
4. Responsible for development, implementation, and supervision of all postsecondary planning programs including 2 and 4 year college, vocational, and military student placements.
5. Serve as district coordination of Intervention & Referral Services, Section 504, and Anti-Bullying.
6. Serve as school test coordinator for all standardized assessments including, but not limited to PSAT, SAT, ACT, AP, PARCC, ACCESS for ELL's, Biology End of Year Test, and any other assessments as directed by the Superintendent.

7. Participate in state, county, and regional meetings of guidance directors/supervisors and counselors, and reports information on developments to the Principal and Superintendent.
8. Plan and conduct the scheduling process for all students.
9. Coordinate with the guidance departments from Carlstadt Public School and Faust Middle School in an effort to create a smooth transition for eighth grade students into high school and coordinates the annual 8th Grade Open House in the fall.
10. Supervise and oversee the development of the master schedule.
11. Develop marketing materials for our parents, students, and community.
12. Organize assembly programs and evening programs for parents, students, and community.
13. Oversee the development and regular updating of the Guidance website and individual web pages on the district website, www.bectonhs.org
14. Prepare the department budget.
15. Oversee, prepare, update and organize the school Program of Studies.
16. Supervise home instruction, credit recovery, and summer school placement.
17. Supervise the monitoring of student's grades in order to identify "at risk" students.
18. Develop an academic plan for each student in collaboration with department chairs and teachers.
19. Create a monthly report for the Board of Education.
20. Work cooperatively with the Department Chairpersons.
21. Help to coordinate articulation meeting within the three districts.
22. Assume responsibilities and perform other duties as assigned by the Superintendent and/or his/her designee.

TERMS OF
EMPLOYMENT: 12 Month Position

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

APPROVED BY: Board of Education

DATE: June 18, 2015

REVISED: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

Legal References:

<u>N.J.S.A. 7F</u>	Comprehensive Educational Improvement and Financing Act
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:25-2</u>	Authority over pupils
<u>N.J.S.A. 18A:25-4</u>	School register; keeping
<u>N.J.S.A. 18A:26-1</u>	Citizenship of teachers, etc.
<u>N.J.S.A. 18A:26-1.1</u>	Residence requirement prohibited
<u>N.J.S.A. 18A:26-2</u>	Certificates required; exception
<u>N.J.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:28-3</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:28-8</u>	Notice of intention to resign required
<u>N.J.S.A. 18A:37</u>	
<u>N.J.S.A. 6A:7</u>	
<u>N.J.S.A. 6A:8</u>	
<u>N.J.S.A. 6A:9</u>	

See particularly:

<u>N.J.A.C. 6A:9-3.3</u>	Discipline of pupils
<u>N.J.A.C. 6A:9-5</u>	Managing for equality and education in education
<u>N.J.A.C. 6A:9-S</u>	Standards and assessment
<u>N.J.A.C. 6A:9-9.1</u>	Professional licensure and standards
<u>N.J.A.C. 6A:9-9.2</u>	Professional standards for teachers
<u>N.J.A.C. 6A:9-15</u>	General certification policies
<u>N.J.A.C. 6A:16</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:32-4 et seq.</u>	Authorizations-general

See particularly:

<u>N.J.A.C. 6A:32-4.1</u>	Endorsements and authorizations
<u>N.J.A.C. 6A:32-4.2</u>	Required professional development for teachers
<u>N.J.A.C. 6A:32-4.4</u>	Programs to support student development

<u>N.J.A.C. 6A:32-5.1</u>	Employment and supervision of teaching staff
<u>N.J.A.C. 6A:32-6 et seq.</u>	Employment of teaching staff
<u>N.J.A.C. 6A:32-7 et seq.</u>	Full-time employment of teachers
<u>N.J.A.C. 6A:32-8 et seq.</u>	Evaluation of tenured teaching staff
	Standards for determining seniority
	School employee physical examinations
	Student records
	Student attendance and accounting

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et. seq.

School Policy Cross References:

- 6000 Concepts and Roles in Instruction
- 6010 Goal and Objectives in Instruction
- 6140 Curriculum Adoption
- 6141 Curriculum Design/Development
- 6142 Subject Fields
- 6143 Curriculum Guides
- 6150 Instructional Arrangements
- 6156 Instructional Planning and Scheduling
- 6160 Instructional Services and Resources
- 6171 Special Instructional Programs
- 6300 Evaluation of Instructional Programs