



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Supervisor of School Counseling
REPORTS TO: Superintendent or Designee
QUALIFICATIONS:

1. Valid New Jersey Department of Education Supervisor certification or Supervisor of Student Personnel Services certificate
2. Master's degree or high and administrative experience preferred with extensive knowledge of school counseling services, resources, and state of the art practices.
3. Broad knowledge of child growth and development, psychology of exceptional children and principles of individual and group guidance counseling.
4. Strong leadership and communication skills.
5. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
6. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

GENERAL DESCRIPTION:

Ensure the K-12 School Counseling program is well-developed, aligned with standards, proficiencies, and district objectives, clearly communicated, and consistently carried out. To provide leadership, supervision, coordination, and innovation to the school counseling program so that each student may derive maximum benefits from the program.

ESSENTIAL JOB FUNCTIONS:

School Counseling

1. Provides leadership in the planning, development, implementation, and evaluation of the district's comprehensive student assistance programs.
2. Collaborates with school counselors to develop, implement and evaluate the counseling programs.
3. Directs personnel engaged in assisting students in achieving personal fulfillment by providing them resources and counseling services enabling them to make successful personal, educational, and occupational life plans.
4. Identifies expectations for counselors to support and engage all students in college and career planning.
5. Coordinates with Supervisors to develop the scope and sequence of courses, special programs, and related activities to meet district goals, standards and proficiencies, and the needs of students.
6. Ensures the high school profile and programs of study are updated annually.
7. Collaborates with the building Principal in the development of the master schedules for the high school and middle school programs.
8. Works cooperatively with all supervisors, principals, and directors to organize articulation to improve educational opportunities and support services for all students.
9. Supervises and coordinates home instruction for homebound and hospitalized students.
10. Initiates, facilitates, and maintains liaison with community agencies and other resources to meet students' needs.
11. Develops and maintains a comprehensive school counseling program including

developmental programs in the areas of education, career, and personal counseling as required by state law and system wide-goals:

- a. Works with school counseling staff in conjunction with principals in the orientation of parents and students to the schools.
 - b. Directs a system of subject selection which responds to the needs, expectations, and ambitions of students and parents.
 - c. Develops and coordinates an orientation program for students and parents to facilitate movement from the elementary to middle school to the high school.
12. Establishes effective liaison with the various offices and agencies within the community and state that may provide specialized or professional help to students and their parents and serves as the referral agent to those offices and agencies.
 13. Works collaboratively with the Director of Special Services to plan, organize, implement, and evaluate professional learning activities for all department staff where appropriate.
 14. Coordinates meetings between Child Study Team members and School Counseling staff.
 15. Supervises the vertical and horizontal articulation and implementation of counseling services to ensure reasonable uniformity of district policies and procedures, counseling techniques and strategies, and student outcomes.
 16. Supervises the programs and day-to-day operation of the College and Career programs.
 17. Leads counselors to monitor student achievement data, assist in the administration and interpretation of tests.
 18. Plans and facilitates evening parent information sessions and provides program information for the Board of Education and community.
 19. Serves as a resource to staff, parents, and students and collaborates with the Director of Special Services where appropriate.
 20. Develops and maintains data bases, records, inventories, and reports necessary for the efficient operation of the school counseling department.
 21. With the assistance of the athletic director, district supervisors, and counselors, assists students in their efforts to receive scholarship consideration.
 22. Updates and submits NCAA eligibility.

Other

1. Participates in state, county and regional meetings of School Counseling Supervisors and reports effectively on developments to administrators.
2. Prepares and administers department budget.
3. Assumes responsibility for the preparation and timely submission of all required reports.
4. Assumes responsibility for the recruitment, assignment, supervision, and evaluation of all certified and noncertified staff as assigned.
5. Performs such other tasks and assume such other responsibilities as assigned by the Superintendent or Designee.

WORK YEAR: Eleven-Month employee (10+1 schedule)
DATE APPROVED: March 16, 2021
APPROVED BY: Board of Education