

Attachment C-1

Sayreville Public Schools **Job Description – DIRECTOR OF SCHOOL COUNSELING SERVICES**

TITLE **Director of School Counseling Services**

QUALIFICATIONS

1. Possesses New Jersey Certificates for Supervisor and Educational Services and an endorsement for Director of Student Personnel Services or Director of School Counseling Services.
2. Possesses a Master's Degree in the area of Student Personnel Services.
3. Demonstrates skills in human relations, communications, problem solving and organization.
4. Successfully completes required criminal history review, proof of U.S. citizenship or legal resident status.

REPORTS TO

The Assistant Superintendent in accordance with established Board of Education policies.

GENERAL FUNCTION

To support the District's instructional program by coordinating and supervising guidance activities which are designed to assist students in their personal, social and intellectual development consistent with the goals set forth by the Board of Education and within the resources provided by it.

PERFORMANCE RESPONSIBILITIES

1. Coordination of Guidance Activities

- a. Designs, implements, monitors and evaluates the districtwide guidance and counseling program.
- b. Compiles, regularly updates and disseminates in accordance with district procedures a comprehensive description of the K-12 Guidance Program including policies, procedures and other components.
- c. Maintains communication with offices and agencies that provide specialized help to students and parents.
- d. Coordinates the district 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 principals in the design and implementation of the schedule and scheduling process.
- f. Keeps school personnel and the school community informed of events and activities relating to guidance services.
- g. Oversees the Preschool through Grade 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.

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- h. Collaboratively monitors, investigates, and follows-up district-wide crisis/security concerns via various forms of communication (Social media, monitoring software, personal communication, etc.).
- i. Conducts on-going follow-up studies of dropouts and graduates and communicates data to relevant audiences.
- j. 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.
- k. Oversees the identification of and appropriate addressing of the needs of identified populations through special guidance programs and other activities (e.g. at-risk youth, disaffected students, students making the transition from eighth to ninth grade).
- l. Oversees the implementation of state law and regulation, Board policies and school procedures in the Guidance Department.
- m. Works collaboratively with other district administration with regard to the registration of new students and the transfer of students.
- n. Provides for articulation of the guidance program by conducting regular meetings of counselors.
- o. Ensures that appropriate records are maintained by counselors to track student progress, note counseling service provided and generate necessary state and district reports.
- p. Serves as a resource to district administrators, school counselors, and community members regarding Section 504/ADA issues and implementation of the Section 504 procedures for students.
- q. Represents the district at relevant local, county and state guidance meetings.
- r. 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.

2. College and Career Support Services

- a. Establishes relations with local vocational schools and post-secondary institutions.
- b. Coordinates and communicates with institutions of higher education regarding dual credit courses, registration, grade submission, etc.
- c. Coordinates district-wide career related activities.
- d. Oversees the application process (for postsecondary education, armed services, scholarships, etc.) and ensures the timely submission of appropriate documents.
- e. Assists content area supervisors and school administrators with the design, implementation and promotion of Career Academies.

3. Personnel Administration

- a. Participates in the process to recruit, screen, conduct interviews and recommend new counselors for the district.
- b. Evaluates school counselors and office personnel in accordance with state law, Board policy and contractual agreements.
- c. Develops and manages the district evaluation tool for used for school counselors and student assistant counselors.

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4. Testing

- a. Serves as the District Test Coordinator.
- b. Oversees the District testing program including, but not limited to, NJ State testing, SAT, PSAT, ACT, Advanced Placement exams, etc.
- c. Maintains, interprets, and prepares information and data as requested, and reports the results of tests for school personnel, the Board of Education, parents and other audiences.
- d. Collaborates with other district administrators in coordination of the Portfolio Assessment Appeal process for high school students who do not pass the state graduation test.
- e. Works in cooperation with other administrators in the district to coordinate the district's testing/assessment program.

5. Budget

Develops and manages an operating budget for District testing and the Guidance Department in all district schools.

6. School and Community Relations

- a. Promotes on-going, two-way communications with students, school personnel, parents and community stakeholders 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 and supervisors.
- d. Facilitates articulation experiences for guidance and other staff.
- e. Participates in relevant administrative meetings conducted by the Superintendent.

7. Other

Performs such other tasks and assumes such other duties as may be assigned by the Superintendent and Assistant Superintendents.

TERMS OF EMPLOYMENT

Twelve-month full-time position.

Salary to be established in the Agreement between the Sayreville Board of Education and the Sayreville Administrators Association.

EVALUATION

Evaluated annually by the Assistant Superintendent, in cooperation with the Superintendent, and in accordance with board policy and the Agreement between the Sayreville Board of Education and the Sayreville Administrators Association.

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