

**Middletown Township Board of Education  
Middletown, New Jersey 07748**

**JOB DESCRIPTION**

**Title:** Director of School Counseling and Mental Health Services

**Qualifications:** New Jersey Principal Certification required

Minimum of a Master's degree, preferably in the area appropriate to the area supervised

Minimum 5 years' experience as a school counselor, school social worker or school psychologist

Required criminal history background check and proof of U.S. citizenship or legal resident alien status

Other qualifications as determined by the Superintendent

**Reports To:** Assistant Superintendent for Student Support Services

**Job Goals:** The Director of School Counseling and Mental Health Services is responsible for the district wide oversight and management of a comprehensive program of counseling and mental health services along with the implementation of the district SEL and suicide prevention curriculum

**Performance Responsibilities:**

1. Organizes, supervises, and evaluates the work of the SBSS's, SAC's, Guidance Counselors, and teachers.
2. Directs and oversees the implementation of the district's comprehensive school counseling program and mental health services with the school administration and counselors.
3. Administrative oversight of the counseling staff's maintenance of counseling statistics.
4. Administrative oversight of continuous professional growth individually for district counseling staff, and other staff members when appropriate.
5. Administrative oversight to ensure the district's Social and Emotional Learning curriculum is being implemented effectively and appropriately.
6. Oversight of the implementation of the suicide prevention curriculum.
7. Acts as liaison between the district and community partners such as, but not limited to the YMCA, the Mental Health Association, and Effective School Solutions.

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8. Acts as a liaison to the Municipal Alliance. Attends monthly Municipal Alliance meetings as assigned by the Assistant Superintendent of Student Support Services.
9. Directs the delivery of parent and community training and workshops related to social emotional learning and mental health.
10. Directs activities that contribute to the effective operation of the school-counseling program, mental health services, and school.
11. Directs the implementation of district wide Intervention and Referral Services.
12. Observes and evaluates staff as assigned by the Superintendent.
13. Measures the results of comprehensive school counseling program activities and mental health services, and shares results as appropriate with relevant stakeholders.
14. Directs the implementation of Universal Screener.
15. Assists the human resources department and principals with interviewing and recommending qualified candidates for school counseling positions.
16. Directs the implementation of district's threat assessment procedures.
17. Trains staff on topics such as, but not limited to curriculum implementation, threat assessments, data collection, and counseling techniques.
18. Promotes inclusion and equity in areas of professional learning, instructional practices, culture and climate, curriculum development, as well as I&RS and tiered system of support procedures.
19. Assumes building administrative responsibilities as required.
20. Create reports and present information to the Board as appropriate.
21. Such other duties as assigned by the Assistant Superintendent of Student Support Services.

**Terms of Employment:**

Twelve-month year

**Evaluation:**

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy and State statute

**Approved By:**

Board of Education

**Date:**

7/19/22

**Revised:**

11/29/22