

WARREN HILLS REGIONAL

TITLE: DIRECTOR OF SCHOOL COUNSELING SERVICES

QUALIFICATIONS:

1. Valid New Jersey Educational Services Certificate or equivalent and Director of School Counseling Services Endorsement
2. Minimum experience as determined by the board
3. Broad knowledge of child growth and development, psychology of exceptional children and the principles of individual and group guidance and counseling
4. Demonstrated ability to effectively administer student services and to work with parents and community groups and agencies
5. Strong leadership and communication skills
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Superintendent

SUPERVISES: Guidance Counselors and Student Assistant Coordinators

JOB GOAL:

To provide leadership in the development, implementation and coordination of guidance and student counseling services. To enable all students to benefit from their educational opportunities to the fullest by eliminating or ameliorating those problems that prevent or interfere with student learning.

PERFORMANCE RESPONSIBILITIES:

1. Provides leadership in the development of the district's guidance program; coordinates and supervises related activities. Evaluates existing programs and makes recommendations for improvements.
2. To establish and maintain liaison with educational and mental health community resources, agencies and groups to establish effective liaison and referral services with various offices and agencies both within and outside the community that may provide specialized or professional help to students and their parents.
3. Oversees the efficient and effective operation of the District Mental Health Team by providing resources to support students, faculty, staff and parents. Actively promote Social Emotional Learning and Mental Health Awareness.
4. Assumes responsibility for the recruitment, assignment, supervision and evaluation of all certified and noncertified guidance staff and Student Assistant Coordinators.
5. Collaborate with the District Scheduling Committee to create the middle school and high school master schedules.
6. Oversees and assist with development of reports and analyses including but not limited to honor roll, class rank, grade distribution and student transcripts.
7. To insure compliance of all guidance requirements of the state and district.
8. To address domicile issues and serve as the district's homeless liaison.

9. To develop and coordinate procedures for screening, diagnosis, referral, placement and provision of recommended services for all students.
10. Establishes procedures for the district's Intervention and Referral Services program and Section 504 eligibility procedures and compliance.
11. Supervises and coordinates home instruction for homebound or hospitalized students.
12. Oversees the development and effective delivery of the district's guidance program.
13. Interprets the objectives of the district's guidance program to parents, students, staff and the community.
14. Cooperates with building principal to plan, coordinate and evaluate the guidance services program and to evaluate the performance of guidance department staff assigned to each school.
15. Prepares and administers the departmental budget.
16. To be informed of all legal requirements governing the guidance staff and of all potential sources for financial aid from state, federal and private sources.
17. To establish and maintain the Career Development Program of the district.
18. To establish and maintain the scholarship and senior awards programs of the district.
19. To provide leadership as the District Testing Coordinator for all state testing.
20. To provide leadership in the establishment of procedures, execution of, and reporting of assessments, to include, but not limited to PSAT, SAT and Advanced Placement.
21. Assumes responsibility for the preparation and timely submission of all required reports.
22. Performs other related duties as may be assigned by the superintendent.

TERMS OF

EMPLOYMENT: Work year and salary to be determined by the board.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

LEGAL REFERENCES:

<u>N.J.S.A. 10:5-1 et seq.</u>	Law Against Discrimination
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history records; employee in regular contact with pupils; grounds for
<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in
<u>N.J.S.A. 18A:16-2</u>	school system
<u>N.J.S.A. 18A:26-1</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:26-1.1</u>	Citizenship of teachers, etc.
<u>N.J.S.A. 18A:26-2</u>	Residence requirement prohibited
<u>N.J.S.A. 18A:27</u>	Certificates required; exception
<u>N.J.S.A. 18A:28-3</u>	Employment and contracts
<u>N.J.S.A. 18A:28-5</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:28-8</u>	Tenure of teaching staff members
	Notice of intention to resign required

<u>N.J.S.A.</u> 18A:40	Promotion of health and prevention of disease
<u>N.J.S.A.</u> 18A:40A	Substance abuse
<u>N.J.S.A.</u> 18A:46	Classes and facilities for handicapped children
<u>N.J.A.C.</u> 6A:7	Managing for equality and equity in education
<u>N.J.A.C.</u> 6A:8	Standards and assessment
<u>N.J.A.C.</u> 6A:9	Professional licensure and standards
See particularly:	
<u>N.J.A.C.</u> 6A:9-3	Professional standards for teachers and school leaders
<u>N.J.A.C.</u> 6A:9B	State board of examiners and certification
See particularly:	
<u>N.J.A.C.</u> 6A:9B-5	General certification policies
<u>N.J.A.C.</u> 6A:9B-8	Requirements for instructional certificate
<u>N.J.A.C.</u> 6A:9B-9	Instructional certificates
<u>N.J.A.C.</u> 6A:9B-10.3	Special education
<u>N.J.A.C.</u> 6A:9B-10.4	Bilingual education
<u>N.J.A.C.</u> 6A:9B-10.5	English as a second language
<u>N.J.A.C.</u> 6A:9B-12.7	Director of school counseling services
<u>N.J.A.C.</u> 6A:9C-3	Required professional development for teachers and school leaders
<u>N.J.A.C.</u> 6A:10	Educator effectiveness
See particularly:	
<u>N.J.A.C.</u> 6A:10-2.1 <u>et seq.</u>	Evaluation of teaching staff members
<u>N.J.A.C.</u> 6A:10-4.1 <u>et seq.</u>	Components of teacher evaluation
<u>N.J.A.C.</u> 6A:10-6.1 <u>et seq.</u>	Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
<u>N.J.A.C.</u> 6A:14	Special education
<u>N.J.A.C.</u> 6A:16	Programs to support student development
<u>N.J.A.C.</u> 6A:17	Students at risk of not receiving a public education
<u>N.J.A.C.</u> 6A:30	Evaluation of the performance of school districts
<u>N.J.A.C.</u> 6A:32-4	Employment of teaching staff
<u>N.J.A.C.</u> 6A:32-4.4	Evaluation of tenured teaching staff members
<u>N.J.A.C.</u> 6A:32-4.5	Evaluation of nontenured teaching staff members
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations
<u>N.J.A.C.</u> 6A:32-7	Student records

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

Individuals With Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq.

Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)

Honig v. Doe, 484 U.S. 305 (1988)

Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)

Manual for the Evaluation of Local School Districts

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

Adopted: February 3, 2015

Revised: November 16, 2021