

MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT
JOB DESCRIPTION
DIRECTOR OF GUIDANCE AND STUDENT SUPPORT RESOURCES

Summary: Provides leadership and direction to the School Counselors, Social Workers, Drug/Alcohol Counselors, and Character Education Teacher to ensure that the goals of the District are reached. The Director of Guidance and Student Support Resources reports directly to the Deputy Superintendent, while working cooperatively with building Principals, other Directors, and Central Office Administration.

Qualifications: A Master's Degree (minimum); appropriate NYS administrative certificate in Educational Administration

AND

A minimum of five years experience in the area of guidance
Such alternatives to the above qualifications as the District may find applicable.

Essential Duties and Responsibilities:

1. Perform such duties and functions related to the area of specialty as determined by the Deputy Superintendent.
2. Coordinate guidance and student support activities in collaboration with the Deputy Superintendent and/or Principals and recommends to building and district administrators any changes needed to the District's Guidance Program.
3. Implements and maintains the District Guidance Plan.
4. Oversees all facets of the College Board, SAT, PSAT, and ACT Programs.
5. Oversees all facets of the Middle Country Local Scholarship Program.
6. Oversees the Section 504 Process.
7. Oversees the Educere Summer Online Credit Recovery Program.
8. Oversees the Home Instruction program K-12.
9. Oversees the Home-Schooling verification process K-12.
10. Oversees the District and Building Attendance Teams and related process.
11. Serves as District Dignity Act (DASA) Coordinator, assisting in district training and procedures.
12. Oversees the Academy of Applied Technology (BOCES) Occupational Education applications and budget.

Job Description (Continued)

Director of Guidance and Student Support Resources

13. Organizes and implements guidance events including but not limited to College Night, Financial Aid Night, Junior Planning Night, Scholarship Night, Freshman Orientation Night, etc.
14. Responsible for scheduling meetings and fairs for college admissions personnel visits to the high schools.
15. Assist in the development of departmental guidelines and assumes the responsibility for the implementation of these guidelines.
16. Coordinate departmental activities within the district and serves as a liaison with other departments.
17. Conduct scheduled departmental meetings.
18. Assist in the development of course descriptions and the Course Offering Book.
19. Meet periodically with Deputy Superintendent and/or Principals relative to development, implementation, and monitoring of graduation requirements.
20. Prepares and distributes appropriate records and reports as required by State, Federal and Local directives.
21. Collaborate with parents and community groups in understanding guidance programs and NYSED graduation pathways and requirements.
22. Provide input to the Deputy Superintendent and the Principals in the preparation of the budget and/or purchase requisitions/staffing/scheduling.
23. Oversees, assists and participates in the development and delivery of all school to career programs and events.
24. Keeps informed of the progress and new developments in the field of specialty. Assumes responsibility for own professional growth and development. Keeps current on NYSED regulations, literature and new research findings and for attending appropriate professional meetings
25. Assists in the supervision and evaluation of guidance counselors, social workers, drug and alcohol counselors, and character education teacher.
26. Oversees compliance with NYSED high school graduation requirements.
27. Attend monthly BOCES Guidance Director meetings and quarterly Suffolk Directors of Guidance meetings.
28. This position includes the duties and responsibilities as assigned by the Deputy Superintendent.

Reports to: Deputy Superintendent for Instruction
Prepared by: James Donovan
Approved by: Dr. Roberta Gerold, Superintendent of Schools
Approved Date: (Date)