



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

## Supervisor of Student Personnel Services

(Adopted 12/17/2012, Rev. 06/21/2018)

### Qualifications:

1. Master's Degree from accredited college or university;
2. Valid New Jersey Student Personnel Services Certificate or equivalent and Director Endorsement;
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, special education programs, and to work with parents and community groups and agencies;
4. Strong leadership and communication skills;
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

### Reports To:

Superintendent of Schools

### Supervises:

School counselors, substance abuse coordinator, secretarial staff assigned to pupil services, Data Base Administrator, and registrar.

### Job Goal:

To enable all pupils to benefit from their educational opportunities to the fullest by eliminating or ameliorating those problems that prevents or interferes with student learning.

### Performance Responsibilities:

1. Provide leadership in the development of the District's program of pupil services and coordinate and supervise related activities. Evaluates existing programs and makes recommendations for improvements.
2. Assume responsibility for the assignment, supervision and evaluation of all certified and non-certified student services staff.
3. Recommend policies and programs essential to the assigned areas including all policies regarding student services.
4. Supervise and coordinates home instruction for homebound or hospitalized pupils.
5. Develop, based upon student course selections, and in consultation with the Principals, the master schedules.
6. Assume responsibility for District compliance with regulations regarding school health programs. Plans, develops and coordinates the District's system of health services.
7. Direct the development and delivery of the District's guidance program and annually evaluates the program.
8. Initiate, facilitate and maintain a liaison with community agencies and other resources to meet pupils' special needs. Refers parents and child to agencies when appropriate.
9. Interpret the objectives of the District's pupil services program to parents, students, staff and the community.
10. Cooperate with building principals to plan, coordinate and evaluate the pupil services program and to evaluate the performance of student services staff assigned to each school.
11. Participate in the development and implementation of in-service programs.
12. Prepare and administers the departmental budgets.
13. Assume responsibility for the preparation and timely submission of all required reports.



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14. Evaluate assigned personnel in accordance with law, code and Board policy.
15. Prepare state and district reports as they relate to Pupil Personnel Services
16. Assume responsibility for the maintenance of software programs related to Pupil Personnel Services.
17. Act as the district's 504 Coordinator.
18. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

### Employment conditions:

Contract year:	July 1 to June 30
Job Family	Program Supervisor
Pay Grade/Compensation Structure:	G04
Evaluation:	In accordance with Board policy
Job Code:	0306