

School District of Bradford County

Supervisor I -Guidance Services

Job Description

FSLA: EXEMPT

Bargaining Eligibility-No

CONTRACT CODE: 04

Salary Schedule- Administrative

Qualifications:

- 1) Master's Degree from approved accredited institution preferred.
- 2) Minimum five (5) years' experience in school guidance programs.
- 3) Certification in Guidance preferred.

Knowledge, Skills and Abilities:

Knowledge of Guidance and Student Support Service programs. Knowledge of current research, trends and best practices in guidance. Knowledge of applicable laws. Ability to communicate effectively orally and in writing. Ability to effectively maintain working relationships with colleagues, agencies, school administration, teachers and students.

REPORTS TO:

Principal

JOB GOAL

To provide effective leadership and supervision for District guidance support services.

SUPERVISES:

Guidance Counselor, Clerk and Registrar

DUTIES AND RESPONSIBILITIES ARE AS FOLLOW:

- (1) Provide leadership in guidance program development and implementation.*
- (2) Plan and implement in-service training for school-based Student Service personnel.*
- (3) Coordinate the maintenance of student records, policies and procedures.*
- (4) Provide leadership and coordinate Career Development Programs.*
- (5) Coordinate district-wide student orientation and registration information.*
- (6) Represent student services at any state, local or school board advisory meetings as assigned.*

- (7) Work closely with district and school staffs to support school improvement initiatives and processes.*
- (8) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.*
- (9) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.*
- (10) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.*
- (11) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.*
- (12) Be knowledgeable of and adhere to board policies.*
- (13) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.*
- (14) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.*
- (15) Represent the district in a positive and professional manner and demonstrate support for the school district and its goal and priorities.*
- (16) Monitor District compliance with applicable codes, rules and statutes.*
- (17) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to supervisor as to their impact on the District.*
- (18) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.*
- (19) Attend meetings and conferences to promote professional growth and benefit the District.*
- (20) Maintain expertise in assigned area to fulfill project goals and objectives.*
- (21) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.*
- (22) Develop appropriate Board agenda items pertaining to areas of responsibilities.*
- (23) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgement.*
- (24) Respond to inquiries and concerns in a timely manner.*
- (25) Model and maintain high ethical standards.*
- (26) Adhere to applicable safety standards.*
- (27) Follow attendance, punctuality and proper dress rules.*
- (28) Maintain confidentiality regarding school/workplace matters.*
- (29) Serve on district, state or community councils or committees as assigned or appropriate.*
- (30) Perform other duties as assigned.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approval salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.