

HIGH SCHOOL

TITLE: **DIRECTOR OF STUDENT PERSONNEL SERVICES**

REPORTS TO: Principal

QUALIFICATIONS:

1. Valid certification as required by State Board of Education
2. Master's Degree from an accredited college or university, with a strong major in educational guidance and psychology.
3. At least five years successful experience in guidance and/or administration or supervision.
4. Other requirements that the Board may find appropriate.

JOB GOAL: To enable all students to utilize their educational opportunities to the fullest by eliminating, as far as possible, those problems that prevent or interfere with the student's learning.

PERFORMANCE RESPONSIBILITIES:

1. Defines and interprets the professional functions of student personnel specialists to administrators, teachers, students, parents and the public.
2. Coordinates the planning, development and supervision of the High School testing program.
3. Assumes responsibility for the accuracy, validity and interpretation of results from use of the testing program.
4. Works with the Director of Special Education to plan, develop and supervise the Special Education Program.
5. Recruits, interviews, screens and recommends personnel for the department.
6. Evaluates all guidance counselors, the student assistant counselor and the family liaison counselor.
7. Plans and supervises an orientation program for new students and parents.
8. Conducts in-service workshops and training and development programs for members of the department and for selected teachers.
9. Assumes responsibility for the professional guidance supervision.
10. Provides or recommends appropriate special services for groups of exceptional students and their parents through the Child Study Team.
11. Assumes responsibility for remaining award of state and county requirements and regulations effecting school graduation requirements.
12. Monitors the student record system to insure that approved information is kept current in student cumulative record folders.
13. Establishes effective liaison with the various officers and agencies that may provide specialized or professional help to students and their parents and serves as the referral agent to these offices and agencies.
14. Establishes effective working relationships with other institutions of the town, region and state that may be of use to teachers, parents or students.
15. Prepares and administers the student personnel services budget.
16. Assumes responsibility for own professional development; for keeping current with state department requirements, with research findings, and with improved techniques in specialized area; also for attending appropriate professional meetings.
17. Organizes and runs the High School I&RS Committee.
18. Reports new 504's or changes to 504's to the Director of Special Services.
19. Recommends students for CST evaluation using the findings of the I&RS Committee.
20. Is responsible for building the High School's master schedule.

21. Prints and mails progress reports for all students four times a year.
22. Prints and mails report cards for all students four times a year.
23. Provides students and parents information about National State and local scholarships.
24. Provides information on Federal Student Aid.
25. Updates the school profile each year.
26. Checks and Prints transcripts upon request.

TERMS OF EMPLOYMENT: This job description shall be subject to and consistent with the terms and conditions of employment set forth in the Collective Bargaining Agreement between the Wall Township Administrative and Supervisory Council (WTASC) and the Wall Township Board of Education.

EVALUATION: Annual in accordance with Board policy

APPROVED: October 16, 2007