



DEPARTMENT CHAIRPERSON FOR SCHOOL COUNSELERS JOB DESCRIPTION

JOB INFORMATION

TITLE:	Department Chairperson for School Counselors	
EMPLOYEE GROUP:	Professional	ADDITIONAL JOB CODES: 201
SHIFT:	Per Contract	
TERM OF EMPLOYMENT:	Per Contract	
HOLIDAYS:	As Per School Calendar	
LOCATION(S):	As Assigned	
RATE OF COMPENSATION:	Per Contract	
FSLA: Exempt X	Non-Exempt _____	
Last Edited On:	10/30/2017	Board Approval Date: 11/20/2017

ORGANIZATION

DEPARTMENT: Professional

REPORTS TO:

1. The Department Chairperson is responsible to the Director of Pupil Personnel for instructional materials and curriculum planning.
2. The Department Chairperson reports to the Building Principal for responsibilities in the appropriate building.

The Department Chairperson will assume this responsibility for a three-year term. At the conclusion of the two-year term, the position will be re-opened for interested individuals to apply.

JOB SUMMARY & QUALIFICATIONS

This extra duty position provides teacher leadership for their respective department including, but not limited to leadership through department meetings, curriculum writing, and professional learning.

QUALIFICATIONS

- a. Preferably possess an Instructional II certificate as validated by the Pennsylvania Department of Education.
- b. Preferably possess a Master's Degree in his/her primary area of instruction and a Supervisory I certificate.
- c. Preferably a minimum of five (5) years teaching experience.

ESSENTIAL FUNCTIONS

SCOPE OF RESPONSIBILITIES

- a. Curriculum and content for career and school counseling standards.
- b. Equipment, Materials and Supplies.
- c. Serve as a consultant on appropriate elementary, secondary and District committees related to curriculum, career and school counseling.
- d. direct K-12 counseling department activities

PERSONNEL RESPONSIBILITIES

- a. Seek input from counseling department members to assist with the development of department and/or Act 339 goals.
- b. When possible, assist in interviewing applicants for counseling department positions.
- c. The department chair, will be knowledgeable of department and school data to identify common department goals for the district. These goal will be completed at least annually and will be reported as part of the Act 339 plan
- d. Conduct monthly department meetings and submit the minutes to the Director of Pupil Personnel each month.
- e. Serve as the chair of the District's Act 339 advisory council as appropriate.
- f. Attend Pupil Services Leadership meetings as scheduled to represent the School Counseling department.
- g. Assist with the development of training opportunities appropriate for the School Counseling department
- h. Properly orient staff members of the department to the methods of operation for the department, school and District, including the records management, maintenance and destruction procedures, location of available supplies, resources, and all other materials and equipment.
- i. Keep the Director of Pupil Services and other appropriate administrative team members informed of the progress made by the department as well as developments or concerns which arise in the department.
- j. Serve as, or delegate a department member to participate in High School and/or Middle School leadership meetings (FAC, etc.)

ASSOCIATED RESPONSIBILITIES

- a. Prior to the development of the annual district budget, assist the Director of Pupil Personnel with determining the budgetary needs of the counseling department related to the purchase of supplies as well as costs involved in operating student activities such as but not limited to Career Day, Job fairs, SAT administration, mental health groups, etc..
- b. Complete requisitions in the appropriate databases within the timeframe established by the business department.
- c. In coordination with the administration, develop, implement, and monitor assessment methods consistent with appropriate educational practices.
- d. In coordination with the administration, assist with developing procedures for student scheduling.

CURRICULUM/INSTRUCTION RESPONSIBILITIES

- a. In the month of September, schedule suitable dates for monthly departmental meetings. A schedule of meetings shall be filed with the Director of Pupil Personnel, and the respective building principal. The department chairperson will provide a meeting agenda to the Director of Pupil Personnel and department members prior to the meeting. After the meeting, the department chair will provide notes from the meeting to the building principals, Director of Pupil Personnel, Superintendent, Assistant Superintendent and

Department Chairperson

members of the department. The notes should also include a listing of members in attendance at the meeting. The Department Chairperson shall preside as chairperson at all department meetings.

- b. Be knowledgeable of matters relating to the school counseling program.
- c. Share with the members of the department educational technology resources, free materials, professional development, workbooks, pamphlets, etc.
- d. Review, along with members of the department, new program materials where there is a necessity for a change. It shall be the Department Chairperson's responsibility to notify the Director of Pupil Personnel of the needed change, receive samples, see that the samples are available to the department members, and shall, in cooperation with the members of the department, evaluate and recommend a selection.

MISCELLANEOUS RESPONSIBILITIES

- a. Coordinate the work of the department with activities of other departments in the school.
- b. Assist, along with members of the department, with periodic review of the k-12 school programs.
- c. Perform other duties as directed by the Principal and/or Administration.

WORK ENVIRONMENT

- a. Schools, classrooms areas, offices, meeting areas and outdoor settings

ATTENDANCE

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

- a. Frequent travel to school district buildings.
- b. Frequent walking throughout various areas.
- c. Often sitting at a desk for extended periods.
- d. Standing for extended periods of time.
- e. Moderate moving from 15 to 50 pounds.
- f. Some carrying – up to 50 pounds.
- g. Manual dexterity to use office equipment.
- h. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

- a. Visual acuity to read correspondence and a computer screen.
- b. Auditory acuity to be able to use telephones.
- c. Ability to speak clearly and distinctly.

TEMPERAMENT

- a. Must be courteous and able to effectively manage students.
- b. Must be able to interact well with various publics and individuals.
- c. Must be able to work as a member of a team.
- d. Must be cooperative, congenial and service-oriented, and promote these qualities in the classroom.
- e. Must be able to appropriately handle confidential information.

COGNITIVE ABILITY

- a. Ability to follow written and verbal directions and give direction to others.
- b. Ability to create and delegate assignments.
- c. Ability to complete assigned tasks with minimal supervision.

Department Chairperson

- d. Ability to read, write and do complex computations.
- e. Ability to use correct grammar sentence structure and spelling.
- f. Ability to compose clear, concise sentences and paragraphs.
- g. Ability to organize office setting to efficiently accomplish tasks.
- h. Ability to work independently and make work-related decisions.
- i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
- j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

- a. Ability to operate office equipment.
- b. Must appropriately handle confidential information.
- c. Ability to manage a classroom with varied changing, service demand.

LICENSE

- a. Valid Driver's License

COMMENTS

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
- c. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.