Tenafly PUBLIC SCHOOLS

DIRECTOR OF SCHOOL COUNSELING SERVICES (9-12)

Qualifications:

- NJ Educational Services Endorsement: Director of School Counseling Services
- NJ School Counselor experience, with expertise in college counseling
- Knowledge of computerized master schedule development desirable
- Minimum experience as determined by the Board
- Strong leadership and communication skills.
- Required criminal history check and proof of U.S. citizenship or resident alien status.

Primary Function:

The Director of School Counseling Services functions under the direction of the High School Principal as part of the school leadership team. Responsible for the leadership of the HS School Counseling Department, including staff supervision, coordination of all state (NJSLA/NJGPA) and Advanced Placement testing, coordination of the master schedule, planning and developing department programs and activities.

Responsible for the development of curriculum, articulation and evaluation of the High School Counseling Program.

Direct Report:

High School Principal

Specific Duties and Responsibilities:

- Ability to be proficient in computer applications pertinent to support the position, including but not limited to Google Suite, Frontline, Genesis Student Management System, and Scoir. Major Duties and Responsibilities:
- Oversees the development and implementation of a comprehensive school counseling program including but not limited to:
    - Identifying and monitoring students at risk,
    - Creating and implementing strategies to support academic, social and emotional success,
    - Working closely with the school community,
    - Ensuring that all counselors meet with their assigned counselees in a variety of forums with evidence of the efficacy of their interventions,
    - Coordinating home instructions for designated students.
- Responsible for the recruitment and selection of School Counseling department personnel; conducts orientation and training for new school counselors.
- Assume building related, administrative responsibility as it pertains to the smooth operation of the building.
- Supervises and evaluates guidance department staff, including the SAC, with input from the Principal and school administrators.
- Initiates and conducts staff development activities; develops and monitors individual professional improvement plans of department members.
- Conducts department meetings to provide coordination of departmental policies, procedures, methods, materials and articulation among the Middle School, High School and Alpine Public School.
- Responsible for the development of the High School Master Schedule. Serves as the high school coordinator of student management.
- Responsible for development of the registration process for all incoming 9th graders, as well as scheduling concerns and student registration during the summer months for grades 9-12.
- Coordinates the activities and programs in preparation for college and career counseling including the utilization of the Scoir program.

- Responsible for evening presentations regarding all aspects of the college selection-application process, planning and eighth grade program selection.
- Oversees the maintenance of accurate student records and is responsible for the interpretation of incoming students' records.
- Oversees and coordinates the preparation of High School interim reports, report cards and transcripts and the student college application process.
- Responsible for accurate completion of school, district, county and state reports as they apply to the high school.
- Prepares and monitors the school counseling department budget.
- Responsible for the high school Program of Studies.
- Responsible for the creation, maintenance, updating and expanding of the school counseling website.
- Responsible for periodic contributions to the Principal's communication and other district publications.
- Prepares the annual Alpine School District Report as outlined in the contract between the Tenafly and Alpine School Districts.
- Directs and supervises student services between the Guidance Department and the High School Child Study Team including but not limited to: Inclusive department meetings for training, communication and facilitation of services.
- Oversees the coordination and administration of the SAT/ACT/PSAT program. Supervises the administration of all non-standard SAT/ACT/PSAT testing to students with approved accommodations.
- Responsible for preparation of all Special Education and 504 accommodations for College Board and SAT/ACT/PSAT testing.
- Oversees the School Climate and Culture Committee and the Crisis Team/Tam Team and provides guidance and support as needed.
- Oversees and coordinates grades 9-12 standardized testing procedures for NJSLA/NJGPA assessments and Advanced Placement test with special education and 504 accommodations when necessary.
- Reports to the Board of Education throughout the school year on designated topics, including Honor Merit Scholarship semifinalists; Standardized tests results as they apply to the HIgh School; and the current graduating class and college acceptances.
- Serves as the 504 Building Coordinator for grades 9-12 students and coordinates all 504 services. Provides information and staff training pertaining to 504. Coordinates AHSA Program.
- Prepares Tenafly High School Profile and other school counseling publications. Provides data for New Jersey State School Report Card.
- Fosters departmental/school relationships and schedules visitations with colleges and universities.
- Performs other related duties as may be assigned by the High School Principal

Terms of Employment:
12-month, TASA Bargaining Unit Position

Evaluation:
Performance of this job will be evaluated in accordance with the provisions of the board's policy on evaluation of administrative personnel.

Board Approved:
09/10/2013

Revised:
11/20/2023