

Director of Guidance, Counseling, and Social Work, 6-12

JOB DESCRIPTION

POSITION TITLE MINIMUM

Director of Guidance, Counseling, and Social Work, 6-12

QUALIFICATIONS

- As established by the Board of Education in accordance with state certification laws.
- Masters Degree in Counseling
- Experience in Guidance and Counseling programs at a variety of grade levels.
- New Jersey Certifications: Director of Student Personnel Services, New Jersey Supervisor Certificate
- Experience preferred in developing computerized master schedules.
- Computer proficient
- Strong leadership and communication skills

REPORTS TO JOB GOAL(S)

High School Principal
Provide leadership to counselors and social worker in: Academic development – Implement strategies and activities to support and maximize each student's ability to learn. Career development – Provide the foundation for the acquisition of skills, attitudes and knowledge that enable students to make successful transition from school to the world of work and from job to job across their life span Personal/Social development – Provide the foundation for personal and social growth as students progress through school in to adulthood.

JOB RESPONSIBILITY AND AUTHORITY

The primary responsibilities of the director are to lead staff in the development and implementation of the guidance and counseling program, 6-12 and the development of the master schedule, the scheduling of all students. The director evaluates the 6-12 counselors and the guidance secretarial staff at Columbia High School.

PRIMARY RESPONSIBILITIES

1. Develops, implements, coordinates and evaluates the guidance and counseling programs and services, 6-12.
2. Provides developmental opportunities and supervision for counselors.
3. Lead the high school in the development and maintenance of its master schedule and processing of related data, e.g. individual student schedules, class lists, grade reporting.
4. Evaluates all counseling personnel, counselors, secretaries and registrar at Columbia High School. Assists middle school principals in the evaluation of middle schools counselors and the middle school social worker.
5. Collaborate with principals in recommending guidance counselors and social workers for employment and assignment.
6. Supervises the middle school social worker in conjunction with the two middle school principals.
7. Provides daily management of departmental affairs.
8. Facilitates weekly department meetings.
9. Serves as liaison between counselors and administrators including department chairpersons.
10. Maintain linkage between the guidance program and other program areas, as well as and between other professional community groups.
11. Assists building principals and the Assistant Superintendent for Instruction and Learning in the preparation of the budget, inventory and ordering of the counseling supplies to support the guidance and counseling program, 6-12.
12. Remain abreast of research in guidance and counseling and define the educational conditions under which such developments should be considered in the district.
13. Maintain standardized tests results for all students.

14.Conduct surveys, as appropriate to assess guidance services.

15.Create appropriate ongoing communication with parents and students as to counseling services and programs.

16.Maintain active and continuous contact with colleges and universities.

17.Works closely with the principal on varied projects and initiatives.

WORKING RELATIONSHIPS To maintain effective relationships with teachers, students,

OF THE POSITION parents, administrators and appropriate community

leaders.

TERMS OF EMPLOYMENT 12 months

Salary as per ASCA Agreement