



# HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: DIRECTOR OF SCHOOL COUNSELING SERVICES

## QUALIFICATIONS:

1. Possesses New Jersey Certificates for Supervisor and Educational Services and an endorsement for Director of Student Personnel Services.
2. Has obtained a Master's Degree in the area of Student Personnel Services.
3. Has completed a minimum of five years of successful experience in school district student personnel work; experience as a director of guidance or supervisor of student personnel services preferred.
4. Demonstrates skills in human relations, communications, problem solving and organization.
5. Successfully completes required criminal history proof of U.S. citizenship or legal resident status.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent of Schools /High School Principal

**JOB GOAL:** To support the District's instructional program by coordinating and supervising guidance activities which are designed to assist students in their personal, social and intellectual development consistent with the goals set forth by the Board of Education and within the resources provided by it.

## PERFORMANCE RESPONSIBILITIES:

1. Coordination of Guidance Activities
  - a. Designs, implements and evaluates the districtwide guidance and counseling program.
  - b. Compiles, regularly updates and disseminates in accordance with district procedures a comprehensive description of the K-12 Guidance Program including policies, procedures and other components.

- c. Maintains communications with offices and agencies that provide specialized help to students and parents.
- d. Coordinates the district guidance program with others in the school and community to promote maximum cognitive and affective benefits for students.
- e. Works closely with the high school and middle school principals in the design and implementation of the schedule.
- f. Plans and conducts the scheduling process for students entering sixth through twelfth grade.
- g. Oversees the K-12 student (cumulative) record system to ensure that relevant, up-to-date information is maintained in accordance with state and federal law, Board policy, and district procedures.
- h. Conducts on-going follow-up studies of dropouts and graduates and communicates data to relevant audiences.
- i. Maintains own knowledge of the instructional and extracurricular programs of the district and utilizes this information in working with staff, students, parents and others to enable students to obtain maximum benefit from their school experience.
- j. Makes available to students information about post-high school opportunities through mini-college fairs, individual appointments, print documents, audio-visual materials.
- k. Identifies and addresses needs of special populations through special guidance programs and other activities (i.e., at-risk youth, disaffected students, students making the transition from eighth to ninth grade).
- l. Oversees the application process (for post-high school education, armed services, scholarships, etc.) and ensures the timely submission of high quality documents.
- m. Oversees the implementation of state law and regulation, Board policies and school procedures in the Guidance Department.
- n. Oversees the registration of new students and the transfer of students.
- o. Supervises the processing of student working papers.
- p. Provides for articulation of the guidance program by conducting regular meetings of counselors.
- q. Ensures that appropriate records are maintained by counselors to track student progress, note counseling service provided and generate necessary state and district reports.

2. Personnel Administration

- a. Participates in the process to recruit, screen, interview and recommend new counselors for the district.
- b. Evaluates guidance staff, counselors and office personnel in accordance with state law, Board policy and contractual agreements.

3. Testing

- a. Oversees the District testing program, prepares information/data as requested, and interprets the results of tests for school personnel, the Board of Education, parents and other audiences.
- b. Coordinates the Special Review Assessment Process for high school students who do not pass the state graduation test.
- c. Serves as a member of the district's Assessment Committee and contributes expertise to the development of the K-12 assessment program, the selection of testing instruments, the design of "alternative" assessments, and other activities.
- d. Works in cooperation with other administrators in the district to coordinate the district's testing/assessment program.

4. Staff Development

- a. Facilitates the participation of the guidance staff in professional development experiences to enhance their job-related knowledge and skills.
- b. Conducts in-service training for district programs as required.

5. School and Community Relations

- a. Promotes on-going, two-way communications with students, school personnel, parents and others to enhance the guidance services program and the school district.
- b. Prepares and disseminates guidance-related literature and publications (i.e., School Profile).
- c. Participates in administrative and curricula meetings for administrators, supervisors, and department chairs.
- d. Facilitates articulation experiences for guidance and other staff.
- e. Participates in relevant administrative meetings conducted by the Superintendent.

6. Counseling

Counsels students in their academic, personal, and social development consistent with the policies and goals of the Board and within the resources provided by the Board.

7. Professional Development

- a. Continues own professional growth and development through memberships; attendance at relevant meetings, workshops and conferences; enrollment in advanced courses; and similar activities.
- b. Keeps up-to-date with changes and developments in the profession by attending professional workshops and meetings, reading professional journals and other publications, and participating in other experiences.
- c. Represents the district at relevant local, county and state guidance meetings.

8. Other

Performs such other tasks and assumes such other duties as may be assigned by the Superintendent, Assistant Superintendents or High School Principal.

**TERMS OF EMPLOYMENT:** Twelve-month year. Salary to be established in the Agreement between the Holmdel Township Board of Education and the Holmdel Township Administrators' Association.

**EVALUATION:** Annually by the High School Principal and Superintendent, in cooperation with the Superintendent, Assistant Superintendents and in accordance with board policy and the Agreement between the Holmdel Township Board of Education and the Holmdel Township Administrators Association.

**SOURCE:** Regular Board Meeting

**DATE:** November 9, 1994

**REVISED:** October 31, 2001

**REVISED:** March 24, 2004

**REVISED:** **October 11, 2005**