

LIVINGSTON SCHOOL DISTRICT
Livingston, New Jersey 07039

DIRECTOR OF GUIDANCE SCHOOL COUNSELING SERVICES

QUALIFICATIONS:

1. Valid certification as a Director of Student Personnel Services.
2. Experience as a ~~Guidance~~-School Counselor.
3. Strong analytical, communication, writing and interpersonal skills.
4. Possess an inherent interest in and ability to display concern for people.
5. Alternative qualifications as the Board may find appropriate with the exception of the appropriate certification.

REPORTS TO: Assistant Superintendent ~~of Student Services.~~

JOB GOALS:

The Director of ~~School Counseling Services~~~~Guidance~~ is responsible for planning, developing and implementing a grade K-12 ~~school counseling guidance~~ program designed to assist students develop educationally, socially and emotionally and to assist them in making optimal educational and /or occupational plans.

JOB RESPONSIBILITIES:

Demonstration of Supervision of the School Counseling Department:

1. Develops, implements, and evaluates for efficacy a meaningful and consistent school counseling programming, curricula, and services for students (K-12), their parents, and the district's staff.
2. Supervises, through the observation and evaluation process, all district school counselors and department secretaries and;
 - Coordinates all school counseling activities for the district.
 - Ensures that all counselors meet with their assigned counsees in a variety of forums with evidence of the efficacy of their interventions;
 - Assumes responsibility for the creation of a professional development plan for the school counseling department, it's implementation, and the evaluation of its efficacy;
 - Evaluates the progress of the department towards their annual goals
3. Prepares, submits and administers the annual district school counseling budget.

Demonstration of Leadership of a district-wide plan for transitions:

1. Develops, implements, and evaluates the efficacy of a district-wide transition plan for students moving through the levels (elementary to MPM; MPM to HMS; HMS to LHS).
2. Develops, implements, and evaluates the efficacy of informational programs for parents at each level.
3. Establishes effective working relationships with other institutions in the township, county, region, State and nation which may be of value to students, parents and/or teachers.

Demonstration of Leadership for College and Career Readiness:

1. Visits colleges, career/technical schools, business/industry to gather pertinent information and present a profile of the school district.
2. Supervises the maintenance of an up-to-date file of appropriate educational and occupational information.
3. Advises district on college/career school admission requirements and trends.
4. Conducts periodic research, follow-up studies, etc. as required.
5. Effectively communicates with internal and external parties in a timely fashion.
6. Contributes to the annual school profile and course guide and provides input to the student handbook.
7. Develops, implements, and evaluates for efficacy college fairs.

Demonstration of Leadership for Secondary and Post-Secondary Requirements:

1. Coordinates for LHS:
 - the oversight of all graduation requirements for students;
 - NCAA Clearinghouse;
 - Scholarship Program;
 - collection of data and its analysis for at risk high school juniors and seniors;
 - graduation alternate testing requirements for at risk students;
 - crisis management for the district's counseling professionals;
 - GPA calculation and class ranking;
 - add/drop analysis;
 - scheduling management;
 - transcript process
2. Coordinates for HMS/LHS transition:
 - course guide in collaboration with appropriate school and district personnel;
 - transition calendar;
 - summer school notification for LHS students

This position will also be responsible for all other duties as assigned by the Assistant Superintendent for Student Services.

TERMS OF EMPLOYMENT:

Twelve month position, with compensation in accordance with the negotiated agreement.

EVALUATION:

Performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of certified personnel.

Board approval date: December 12, 2016

Revised: September 11, 2017