

## JOB DESCRIPTION

## BARNEGAT TOWNSHIP SCHOOL DISTRICT

### SUPERVISOR OF GUIDANCE

#### **QUALIFICATIONS:**

1. Hold a New Jersey Certificate as Director of Counselor Services or a Director of Student Personnel Services in accordance with the requirements of N.J.A.C. Title 6A:9-13.7.
2. Hold a Master's degree in Guidance and Counseling or in one of the related Pupil Services from an accredited college or university.
3. Have a minimum of three (3) years' experience as a Guidance Counselor or Guidance Supervisor/Director.
4. Have excellent service in the field of guidance and/or classroom teaching experience.
5. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administrators, parent and the community.
6. Demonstrate knowledge and understanding of the components of a comprehensive development, strategies for effective career, educational and college planning, child growth and development, learning assessment and remediation, research related to learning, and school and community resources available to assist students and parents.
7. Meet such alternatives to the above qualifications as the Director of Student Services may find appropriate and acceptable.

**REPORTS TO:** Director of Student Services and Superintendent

**SUPERVISES:** K-12 counselors, K-12 Guidance Counselor Programs, all District testing activities

#### **JOB GOAL:**

Utilizing the skills of leadership, supervision and administrative support and the available resources of the District and elsewhere to achieve and maintain standards of excellence established by the Board of Education. The supervisor of Guidance K-12 shall direct, implement, supervise and evaluate a comprehensive K-12 Guidance program. Further, the Supervisor of Guidance, K-12 shall also serve as the District Test Coordinator.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Establish and promote high standards and expectations for all students and programmatic staff for academic performance and responsibility for behavior.
2. Oversee the continuing student and recordkeeping of information on drop-outs and follow-up of graduates.
3. In collaboration with Principals, and if appropriate, Supervisors, plan and supervise orientation program for new school counselors.

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4. Assume responsibility for his/her own professional development; for keeping current with the literature, new research findings and improved techniques in school counseling; and for attending appropriate professional conferences.
5. Establish effective liaison with the various offices and agencies within the community that may provide specialized and professional help to students and their parents.
6. Establish effective working relationships with other institutions of Barnegat and New Jersey that may be of use to students, parents and teachers.
7. Serve as a resource person in the assessment and diagnosis of learning styles, and social and emotional needs of students, using a variety of techniques.
8. Collaborate with Principals, School Administration, Child Study Team members and community resources to coordinate and provide counseling and career education services for students who might be experiencing difficulty, including, though not limited to, academic achievement, health related concerns, and physical, emotional and learning disabilities.
9. Conduct exit surveys of students who graduate or leave school to gather data about their experiences in school. Analyze and share the data with the appropriate professional staff.
10. Supervise procedures for the secure and confidential storage of students records. Protect confidentiality of information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
11. Provide opportunities for effective staff development that addresses the needs for counseling, 504 Plans, guidance, college and career education programs including workshops, conferences, visitation, demonstration lessons, and sessions in which the staff learns of research based successful practices and strategies (K-12).
12. Conduct meetings, as necessary, for the proper functioning of the Guidance Program and career education initiative, distributing the minutes of each meeting, as appropriate, to the Principal, as well as department members.
13. Prepare grants and other applications applicable from guidance to career education achievement and college programs.
14. With the approval of Principals, coordinate guidance counselor activities at the opening of school, during vacation periods and at the end of the school year.
15. Attend required staff meetings and serve, as needed, on staff committees.
16. Represent the school and district at community, state, and professional meeting, when required.
17. In concert with the Principals, supervise elementary, middle and high school guidance counselors, and determine the appropriate opportunities, programs and services to be offered students.
18. Recruit, screen, train and evaluate elementary, middle and high school counselors in collaboration with Principals and assume responsibility for their professional guidance.
19. Under the direction of the Principals, facilitate the effectiveness of the Intervention & Referral Services Teams (I&RS) in implementing appropriate services and activities within the schools.
20. Keeping the Principals informed, coordinate the career education initiative in the elementary schools.

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21. Assume the responsibility for compiling, maintaining, and filing reports, records, and other documents legally required or administratively needed in designated school(s).
22. Develop budget recommendations and furnish these to Director of Student Services.
23. Maintain a permanent inventory of equipment purchases for guidance counselors.
24. Perform such other tasks and assume additional responsibility as may be assigned by the Superintendent or his/her designee.
25. Observe strictly to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21, et Seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion, the required annual disclosure statement regarding employment and financial interests.

### A. Guidance Activities

1. Designs, implements and evaluates the district-wide guidance and counseling program.
2. 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.
3. Works closely with the high school and middle school Principal in the design and implementation of the schedule.
4. Plans and conducts the scheduling process for students entering ninth (9<sup>th</sup>) through twelfth (12<sup>th</sup>) grade.
5. Oversees the K-12 student (cumulative) record system to insure the relevant, up-to-date information is maintained in accordance with state and federal law, board policy and district procedures.
6. 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 high-school experience.
7. Makes available to students information about post-high school opportunities through mini-college fairs, individual appointments, print documents, audio-visual materials.
8. Identifies and addresses needs of special populations through special guidance programs and other activities (i.e., at-risk youth, disaffected students, students making transition from eighth to ninth grade).
9. Oversees the application process (for post-high school education, armed services, scholarships, etc.) and ensures the timely submission of high quality documents.
10. Oversees the implementation of state law and regulation, board policies and school procedures in the Guidance Department.
11. Supervises the processing of student working papers.
12. Provides for articulation of the Guidance program by conducting regular meetings of counselors.
13. Ensures that appropriate records are maintained by counselors to track student progress, note counseling service provided and generate the necessary state and district reports.

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### B. Testing

1. Oversees the District Testing Program.
2. Coordinates the AHSA for high school students who do not pass the state graduation test.
3. Works in cooperation with other Administrators in the district to coordinate the district's testing/assessment program.

### C. School and Community Relations

1. Prepares and disseminates guidance-related literature and publications.
2. Participates in administrative and curricula meetings for administrators, supervisors and other administrators.
3. Participates in relevant administrative meetings conducted by the Superintendent, Director of Student Services, Principals and other Administrators, etc.

### D. Professional Development

1. Continues own professional growth and development through memberships; attendance at relevant meetings, workshops and conferences; enrollment in advanced courses; and similar activities.
2. 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.
3. Represents the district at relevant local, county and state guidance meetings.

## **DUTIES AND RESPONSIBILITIES**

1. Supervises the district's Guidance Department at the K-12 level.
2. Supervises the necessary K-12 curricular revisions to maintain state and national compliance.
3. Provides leadership and professional direction for K-12 administrative and pupil personnel services (where necessary).
4. Works collaboratively with the K-12 administrators to maintain/implement continuity of program.
5. Attends necessary meetings (in and out of the district) pertinent to job description.
6. Meets with assigned staff on a regular basis to promote grade level/department/district wide horizontal and vertical articulation.
7. Works collaboratively with the District Supervisors – Grades 6-12 and District Supervisor of Special Education to ensure successful curricular/instructional transition to middle school.
8. Observe assigned K-12 staff using the district-approved evaluation model.
9. Assists in the interview process/selection of new K-12 staff (using districts hiring process).
10. Researches and shares current trends and/or state department regulations pertinent to job description.
11. Maintains accurate records of individual Professional Growth Plan (PGP).
12. Provides professional development (where applicable) to assigned staff.

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13. Updates the Director of Student Services, High School Principal and Superintendent on a regular basis (regarding assigned responsibilities).

### TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

### EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of certified staff.

### LEGAL REFERENCES:

- N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
- N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system
- N.J.S.A. 18A:16-2 Physical examinations; requirement
- N.J.S.A. 18A:25-2 Authority over pupils
- N.J.S.A. 18A:26-1 Citizenship of teachers, etc.
- N.J.S.A. 18A:26-1.1 Residence requirement required
- N.J.S.A. 18A:26-2 Certificates required; exception
- N.J.S.A. 18A:27 Employment and contracts
- N.J.S.A. 18A:28-3 No tenure for non-citizens
- N.J.S.A. 18A:28-5 Tenure of teaching staff members
- N.J.S.A. 18A:28-8 Notice of intention to resign required
- N.J.S.A. 18A:37-2 Discipline of pupils
- N.J.A.C. 6:3-3.1 et seq. Condition for employment of teachers
- N.J.A.C. 6:3-4.1 et seq. Supervision; observation and evaluation
- N.J.A.C. 6:3-4A.4 Requirements of physical examinations
- N.J.A.C. 6:3-5.1 et seq. Seniority
- N.J.A.C. 6:8 Through and efficient system of free public schools
- N.J.A.C. 6:11-3.1 Certificate required
- N.J.A.C. 6:11-3.9 Oath of allegiance required
- N.J.A.C. 6:11-3.10 Citizenship required
- N.J.A.C. 6:11-5 Requirements for instructional certificate
- N.J.A.C. 6:11-6 Endorsements on the instructional certificate
- N.J.A.C. 6A:7 Managing for equality and equity in education
- N.J.A.C. 6A:8 Standards and assessment
- \*N.J.A.C. 6A:24 Education reform in the Abbott districts
- See particularly:  
N.J.A.C. 6A:24-6.1 Implementation of required programs in secondary schools

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\*applies to Abbott districts only

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110 Title I Part A, Section 1119 Qualifications for teachers and paraprofessionals 20 U.S.C.A. 6301 et seq.

Title I Paraprofessional Draft Non-Regulatory Guidance, November 15, 2002