

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: **DIRECTOR OF GUIDANCE**

QUALIFICATIONS:

1. Valid New Jersey Director or Principal certificate
2. Minimum experience as determined by the Board of Education
3. Demonstrated leadership capability
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Twelve month position

REPORTS TO: Building Principal

POSITION GOAL: To provide leadership in the development, implementation and coordination of the department's curriculum. Director will also lead management of daily operation of the Guidance department.

ESSENTIAL JOB FUNCTIONS:

1. Keeps abreast of developments in the field of counseling and furnishes leadership in determining their appropriateness for inclusion in the district's program.
2. Oversees the guidance counselors, substance awareness coordinator, and any contracted counselors.
3. Plans and directs an effective school wide guidance and counseling program.
4. Establishes uniform procedures and forms for counseling services.
5. Writes and publishes the guidance newsletter.
6. Updates the school profile.
7. Prepares the guidance department budget in consultation with the building principal.
8. Assumes responsibility for one's own professional development and for attending appropriate professional meetings and conferences.
9. Develops the master schedule in consultation with the department supervisors and building principal.
10. Annually updates and published the Curriculum Guide.

11. Conducts formal and informal observations of guidance staff and other personnel.
12. Assists guidance staff with developing, monitoring and evaluating annual PIP goals and objectives, including performance summary.
13. Assists in the development of education specifications for remodeling projects or new construction.
14. Maintains liaison and active participation with educational leaders at the state, regional and national levels.
15. Facilitates resolution of parent concerns or refers concern through the chain of command.
16. Assists with the preparation of state and federal monitoring.
17. Assists in the recruitment, screening, hiring, training and assigning of personnel.
18. Plans professional development activities for guidance and counseling personnel and completes and submits appropriate forms.
19. Holds regular department meetings to communicate initiatives, share ideas and plan for ongoing growth.
20. Supervises, organizes and attends guidance related evening programs.
21. Consults with middle school and elementary school administrators and counselors (in the Quad) about scheduling and student issues.
22. Interprets and communicates the philosophy of the counseling department to the board, the administration and the staff and acts as a consultant to them.
23. Performs other related duties as may be assigned by the principal and or designees.

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 NJ State law and the provisions of the board's policy on evaluations.