

Robbinsville Board of Education

155 Robbinsville Edinburg Road

Robbinsville, NJ 08691

Phone: 609-632-0910 (2201) / Fax: 609-371-7964

Director of School Counseling Services

QUALIFICATIONS:

1. Possesses a Master's of Arts Degree in Counseling Services
2. Possesses New Jersey Certificate for Director of School Counseling Services
3. Has completed a minimum of five years of successful experience in school guidance.
4. Demonstrates skills in human relations, communications, problem solving and organization.

REPORTS TO: Superintendent of Schools

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, emotional 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 building principals in the design and implementation of the schedule. Builds the high school master schedule in conjunction with high school principal. Acts as a consultant with the elementary and middle school principals for their respective school's schedule.
 - f. Oversees the PreK-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.
 - g. Conducts on-going follow-up studies of dropouts and graduates and communicates data to relevant audiences.
 - h. 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.
 - i. Makes available to students information about post-high school opportunities (such as technical school, armed services, apprenticeship programs, full time employment, two and four year institutions).
 - j. Designs the development of post-secondary planning model that establishes consistent, personal contact with admission officers of colleges most selected by Robbinsville High School students.
 - k. Organizes and host evening forums for parents on issues related to the college admission process.
 - l. 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).
 - m. Oversees the application process (for post-high school education, armed services, scholarships, etc.) and ensures the timely submission of high quality documents. Acts as point of contact for Naviance: College & Career Readiness Technology.

- n. Oversees the implementation of state law and regulation, Board policies and school procedures in the Guidance Department.
 - o. Oversees the schedules of new students and the transfer of students.
 - 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.
 - r. Works closely with the Lead Analyst of Data and Instruction to assist teachers/counselors in the student data base for submission of grades at the high school, schedule changes, transcript building, and submission of state reporting relevant to the Guidance Department.
 - s. Seeks opportunities for Robbinsville students to pursue multiple and diverse pathways to success under the Option Two guidelines.
2. Personnel Administration
 - a. Participates in the process to recruit, screen, and 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. Serves as the PSAT coordinator
 - b. Serves as Services for Students with Disabilities Coordinator for the ACT and College Board
 - c. Works in cooperation with other administrators in the district to assist 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, Program of Studies, and Guidance Newsletter).
 - 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.
 - f. Serves on the District Crisis Team
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. Budget/Financial: Responsible for the preparation and submission of annual budget requests of the building guidance department to the respective building principals.
8. 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. District HIB Coordinator
 - a. Serves as the district HIB Coordinator, monitoring building level HIB cases.
 - b. Responsible for submission of all annual / semi-annual state reporting.

9. Other: Performs such other tasks and assumes such other duties as may be assigned by the Superintendent and Assistant Superintendent.

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