

## **DISTRICT SUPERVISOR OF GUIDANCE, K-12**

<b>Reports To:</b>	Content area supervisor reports to Assistant Superintendent
<b>Qualifications:</b>	New Jersey Supervisor Certification
<b>General Description:</b>	Supervise the program development, articulation and evaluation of all K-12 guidance programs

### **Major Duties and Responsibilities:**

#### **1.0 ADMINISTRATION**

- 1.1 Assist in the K-12 guidance program development of the budget for guidance module development, professional development, and the purchasing of books and materials for new guidance programs.
- 1.2 Assist in the development of annual goals and strategic plan for guidance.
- 1.3 Prepare appropriate reports as requested by the Assistant Superintendent.
- 1.4 Advise and assist the Assistant Superintendent all matters relative to guidance.
- 1.5 Attend appropriate professional development meetings, and administrative cabinet meetings and Board of Education meetings upon the request of the Superintendent.
- 1.6 Implement Board policies and procedures and recommend policy and procedure changes when appropriate.
- 1.7 Keep the Assistant Superintendent informed about all matters pertaining to the guidance program.
- 1.8 Keeps informed of all legal requirements governing student services in the guidance field.

#### **2.0 DISTRICT**

- 2.1 Assist in supervision of the articulation of the K-12 guidance program.
- 2.2 Assist in the recruitment of the recruitment, assignment, supervision, and evaluation of all certified and non-certified guidance staff.
- 2.3 Assist in the coordination of the K-12 guidance staff development program.
- 2.4 Participate in the K-12 guidance development of plans for instructional research, and when appropriate, implement the plans for instructional research.

- 2.5 Assist in the selection and evaluation of instructional materials for guidance including reference material, Naviance software, library/media acquisitions and other College/Vocational reference materials.
- 2.6 Coordinates the student scholarship process
- 2.7 Coordinates and attends all students and parent guidance programs, including grade level parent nights, college fair/admission forums, and any other nighttime program.

### **3.0 CURRICULUM**

- 3.1 Assist in the planning and development of all special programs as requested by the Assistant Superintendent.
- 3.2 Assist in curriculum development, implementation, evaluation, and research in designated guidance modules.
- 3.3 Assist in the development, implementation, and evaluation of pilot studies in designated curriculum areas.
- 3.4 Recommend new courses of study to the Assistant Superintendent.

### **4.0 STAFF**

- 4.1 Observe and evaluate staff in accordance with the approved procedures of the school district and in accordance with the schedule provided by the Assistant Superintendent. Report observations and evaluations on forms provided by the Assistant Superintendent.
- 4.2 Conduct regularly scheduled staff meetings with guidance counselors, and when appropriate, with members of the special services department.
- 4.3 Conference and assist guidance staff as requested by staff members, principals, or the Superintendent.
- 4.4 Teach Staff College courses and conduct orientation programs for new staff.
- 4.5 Provide professional development on guidance trends, issues and strategies.

### **5.0 PROFESSIONAL GROWTH**

- 5.1 Participate in continuous study and research in education, administration, and content areas specifically including social studies.
- 5.2 Participate in professional development activities especially regarding the Guidance field.

**6.0 OTHER**

- 6.1 Assist in the design and development of instructional grants, as requested by the Superintendent.
- 6.2 Coordinates MAP program.
- 6.3 Coordinates 504 program.
- 6.4 Supervises Student Assistance Counselors.
- 6.5 Assists with coordination of standardized testing program.
- 6.6 Coordinates District Intervention and Referral Services (I&RS).
- 6.7 Perform all duties assigned by the Superintendent.
- 6.8 Design and direct the development of the high school master schedule including the development of the master schedule, room utilization and teacher schedules.

**Terms of Employment:** 12 months

**Evaluation:** In accordance with the Board of Education policy and State Administrative Code.