

Hasbrouck Heights Board of Education

Hasbrouck Heights, New Jersey

Job Description: K-12 Director of Guidance and Testing

Qualifications:

NJ State Principal Certificate

Has a minimum of 3 years of administrative experience

Reports To: K-12 Building Administration and the Superintendent of Schools

Supervises: School counselors and other assigned staff

Activities/Responsibilities:

- Assists in the development, implementation, monitoring, and evaluation of all activities of the guidance department.
- Organize, manage, supervise, and evaluate effective counseling services in the High School, Middle School, and Elementary School for student wellness.
- Assists with the development, implementation, and evaluation of effective alternative programs for K-12 students at-risk.
- Oversee the analysis of data collection of information on drop-out students, Structured Learning Experience Students, and Option II Students.
- Implement new programming and evaluate current programming to assist students with finding school employment, internships and externships related to career aspirations.
- Conduct exit surveys of students who graduate or leave school to gather data about their experiences in school. Analyze and share the data with appropriate staff.
- In collaboration with principals/vice principals, plan and supervise PDP for school counselors.
- Participate in conferences with students, parents, teachers, and/or administrators to assist students in achieving success in school.
- Keep school personnel and the school community informed of events and activities relating to guidance services.
- Maintains active and positive relationships with supervisors, students, staff, parents and the community.
- Establishes and maintains high standards of ethical conduct of departmental members.
- Attends and participates in meetings, special events, school sponsored activities, and functions as required by the Principal and/or demands of the position.
- Takes part in the activities of related professional organizations and extends his/her participation beyond the limits of the school in order to improve his/her professional competence.
- Enforces all board and building policies, administrative directives and state laws/regulations.
- Supervise the implementation of I&RS Plans, and transition plans related to discipline, attendance and academic programming in conjunction with the Principal/Vice Principal.
- Coordinate guidance counselor activities at various points throughout the school year.
- Under the direction of the Principal/Vice Principal, facilitate the effectiveness of appropriate student services within the schools.
- Conduct parent information sessions related to guidance and student programming to facilitate parent involvement.
- Under the direction of the HS/MS administrators, assist with all aspects of the master schedule.
- Establishes and maintains relationships with local community groups and individuals to develop, foster and solicit understanding and support for overall guidance services and programs.
- Supervise and evaluate designated certified and non-certified staff regarding their individual and group performance within the framework of the school program in accordance with board policy, administrative directive and state regulation and law.
- Assists with the continuous improvement of the guidance program within the schools.

- Assists in the recruiting, hiring, training, mentoring, evaluating, and removal when needed of staff assigned to the department.
- Ensures the safety and welfare of all pupils and staff.
- Responsible for the coordination and administration of standardized and state tests.
- Serves as the PSAT/SAT coordinator for the High School.
- Serves as the AP coordinator for the High School.
- Oversees all aspects of dual enrollment for the High School.
- Oversees gifted and talented programming and testing in conjunction with building administrators at the Elementary level.
- Performs other responsibilities and duties which are appropriate and necessary to the position as directed by the Superintendent or his/her designees.

Terms of Employment: Twelve month position with compensation according to the Hasbrouck Heights Administrators Association's negotiated agreement.

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board's policy #4116 on evaluation of certificated personnel.

Approved: May 23, 2019

Revised: July 18, 2019