



RANDOLPH TOWNSHIP SCHOOLS
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

JOB DESCRIPTION

TITLE:

Director of Guidance

REPORTS TO:

High School Principal

QUALIFICATIONS:

1. Valid New Jersey Educational Services Certificate or equivalent and Director of School Counseling Services Endorsement.
2. Minimum 5 years counseling experience.
3. Board knowledge of child growth and development, psychology of exceptional children and the principles of individual and group guidance counseling.
4. Demonstrated ability to effectively administer student services, special education programs, and to work with parents and community groups and agencies.
5. Strong Leadership and communication skills.

GENERAL DESCRIPTION:

To enable all pupils to benefit from their educational opportunities to the fullest eliminating or ameliorating those problems that prevent or interfere with student learning.

RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

1. Provides leadership in the development of the district's program of pupil services; coordinates And supervises related activities. Evaluates existing programs and makes recommendations for improvements.
2. Assume responsibility for the recruitment, assignment, supervision and evaluation of all Certified and noncertified student services staff.
3. Supervises and coordinates the activities of the district guidance counselors.
4. Supervises and coordinates home instruction for homebound and hospitalized students.
5. Oversees the development and effective delivery of the district's guidance program.
6. Initiates, facilitates and maintains liaison with community agencies and other resources to meet pupils' special needs. Refers parents and child to agencies when appropriate.
7. Interprets the objectives of the district's pupil services program to parents, students, staff and the community.
8. Plans and facilitates parent information sessions.
9. Process request for affidavit students.
10. Coordinates state testing materials, schedules, and submissions for grades 6-12.
11. In collaboration with the high school administration, prepares the master schedule.
12. Cooperates with building principal to plan, coordinate and evaluate the pupil services programs and to evaluate the performance of student services staff assigned to each school.
13. Participates in the development and implementation of in-service programs.
14. Prepares and administers the departmental budget.
15. Assumes responsibility for the preparation and timely submission of all required reports.
16. Performs such other tasks and assume such other responsibilities as assigned by the High School Principal.

WORK YEAR: Twelve-month position.

DATE APPROVED:

BY:

Board of Education

