NOTICE OF VACANCY

JOB TITLE: District Supervisor of Guidance and College and Career Assessment Coordinator

RESPONSIBLE TO: Building Principals, Director of Child Study Team & Pupil Personnel Services, and Superintendent of Schools

QUALIFICATIONS:

1. Valid Director of Student Personnel Services Certificate or Director of School Counseling Services Endorsement
2. Valid Supervisor or Principal Certificate
3. Minimum of five years' experience as a guidance counselor
4. Demonstrate excellent organizational skills
5. Demonstrate the ability to motivate people and affect change
6. Demonstrate strong interpersonal skills and enthusiasm to work with students, staff, administration, parents, and the community
7. Demonstrate the ability to communicate effectively, orally and in writing
8. Genesis Information System experience preferred
9. Apex experience preferred
10. Naviance experience preferred
11. Demonstrate ability to effectively administer student services, special education programs, and support college and career readiness
12. Ability to work and collaborate with all stakeholders
13. Administrative experience preferred
14. Must pass required criminal history background check and proof of
15. U.S. citizenship or legal resident alien status
16. NJ Resident under NJ First Act

JOB GOAL:

To supervise, coordinate, evaluate, and manage the professional activities of the Guidance Department (K-12), as well as participate in the planning and implementation of the scheduling process. The Supervisor of Guidance and College and Career Assessment Coordinator will also plan, coordinate, and implement the assessment requirements for students in grades 9-12 related to college and career readiness, including the portfolio or alternative assessment for graduation as determined by the State of New Jersey.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates and develops appropriate comprehensive assignments for the individual school counselors and the overall guidance program.
2. Implements, coordinates, schedules, and conducts school counseling to students through individual and small group counseling sessions (Reduced Caseload).
3. Observes and evaluates guidance counselors and other certificated and support staff as assigned in accordance with law, code, and Board of Education (BOE) policy.
4. Represents the Guidance Department and the District at conferences and meetings as needed.
5. Holds regular department meetings to communicate curriculum initiatives, share ideas, and plan for ongoing improvements.
6. Assists in the scheduling process in cooperation with building administration.
7. Assists in the development of annual Guidance Department goals aligned to school and District goals.
8. Analyzes all relevant student data and prepares reports and presentations as assigned by the principal, Superintendent, and BOE.
9. Ensures the safety and welfare of all students and staff.
10. Assists in the preparation of required reports of harassment, intimidation, and bullying.
11. Coordinates and implements programs and practices to support student and community awareness of suicide prevention, drug & alcohol prevention, digital citizenship, cyber-safety, and mental wellness.
12. Provides for a smooth transition from elementary, to intermediate, to high school which include orientation programs for students and parents.
13. Organizes, supervises, and coordinates the student record system and the maintenance and security of student records and reports.
14. Establishes enrollment procedures, provides orientation for new students, receives student records, and transfers student records as needed.
15. Supervises procedures for the referral of students to the Child Study Team or other agencies.
16. Utilizes the resources of the community in developing and expanding guidance services and activities.
17. Coordinates programs sponsored by the Guidance Department regarding college and career readiness.
18. Coordinates the efforts of the Guidance Department with respect to student/teacher relationships, student placement, course schedules, and reporting student progress to parents.
19. Participates in follow-up studies of former students for the purpose of improving services and evaluating the effectiveness of the educational program being offered by the school.
20. Works to prevent students from dropping out of school, and assists those that do in finding alternative educational programs and/or employment.
21. Prepares and plans the annual Guidance Department budget.
22. Assists the principal in the recruitment, screening, interviewing, and selection of guidance counselors and support staff for employment.
23. Research and recommend professional development for members of the Guidance Department.
24. Assumes responsibility for the preparation and timely submission of all required reports.
25. Actively participates in the District Administrative and Curriculum Councils.
26. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
27. Attends and participates in school and District sponsored activities.
28. Prepares Course of Study guides for review.
29. Assists in the evaluation of current curriculum offerings and in the planning, selection and implementation of new course offerings.
30. Serves as guidance counselor to students enrolled in specific College and Career "pathway programs."
31. Assists with the planning, coordination, and implementation of standardized testing.
32. Supervises the implementation of College and Career and Advanced Placement testing and oversees the administration of those tests.
33. Assessments include but are not limited to the ACT, Accuplacer, AP, ASVAB, PSAT, SAT, placement assessments, assessments for graduation requirements, and any other assessment determined to be included in the assessment program for grades 9-12.
34. Coordinates the development of student portfolios and prepares for delivery to the NJDOE in conjunction with guidance counselors, teachers, and school administrators.
35. Collaborates with District Data Coordinator to facilitate all graduation rate appeals.
36. Coordinates the scheduling of assessments with District administration and in conjunction with the District calendar.
37. Communicates the assessment requirements and schedule to all stakeholders.
38. Provides information sessions for staff, parents, and students, including evening informational sessions.
39. Works cooperatively with building and District administration and the District Assessment/Data Coordinator to schedule and implement the assessment program.
40. Enforces all BOE and building policies, administrative directives, and state laws/regulations.
41. Maintains a professional office environment.
42. Establishes and maintains a high standard of ethical conduct for all department members.
43. Performs other related duties as assigned by the Superintendent and/or requested by the BOE.

TERMS OF EMPLOYMENT: Ten (10) Month Position

SALARY: To be determined by the Board of Education

EFFECTIVE: 24/25 School Year

APPLICATION: Interested candidates should apply via the Applitrack link on our website, www.burlington-nj.net (Employment) and attach a letter of interest and resume. Applications will be accepted until position is filled.

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