1. BASIC RESPONSIBILITY

The Director of Guidance is responsible to the Director of Student Services for the coordination and implementation of the elementary, middle and high school guidance programs. General policies of the program are reviewed by the Director of Students Services and approved by the Superintendent of Schools. Guidance counselors are responsible to the Director of Guidance for the performance of their guidance functions and to the building principals for general school functions.

General referral of students to the guidance department may be made by teachers, nurses, supervisors, administrators, parents or students themselves. However, pupils who appear to be academically under-achieving shall be referred initially to the appropriate special area director or chair of the department. After carefully screening these students and taking any possible corrective action at that level, those needing further counseling shall be referred to the guidance department by the special area director or chair of the department.

The Director of Guidance will carry a partial counseling load.

2. PRIMARY DUTIES AND RESPONSIBILITIES

A. Improving educational opportunity

1. The Director organizes, supervises, and evaluates the work of the guidance counselors at all levels.

2. The Director interprets the guidance program to the faculty and acts as a consultant to them.

3. The Director is responsible for the coordination and administration of standardized and state tests in the Region. She/he works with the Assistant Superintendent, Director of Student Services and the principals and/or vice-principals in planning communicating and evaluating the standardized testing program.

4. The Director supervises and coordinates the development, organization, and implementation of developmental and/or career guidance curriculum units in homerooms and classrooms.

5. The Director supervises the collection, organization, and distribution of educational and occupational information.

6. The Director conducts follow-up studies of former pupils of the high school.

7. The Director participates in planning and organizing the curriculum at the various levels. Recommendations for revision of the guidance curriculum program are presented to the Director of Student Services and the Assistant Superintendent. The Director actively participates in and leads summer curriculum writing in collaboration with the Assistant Superintendent.

7. The Director holds regular department meetings to communicate curriculum initiatives, share ideas, and plan for ongoing improvements.

B. Working with pupils

1. The Director counsels pupils, both individually and in groups.

2. The Director advises the heads of departments and special area directors of the special academic needs of pupils at times when class lists are being developed.
3. The Director is responsible for keeping cumulative records for all secondary pupils.

4. The Director is responsible for preparing the class schedules of all secondary pupils new to the school district.

5. The Director supervises the processing of school or college and scholarship applications, and cooperates with State and private employment agencies in the placement of graduates.

6. The Director schedules meetings with college admissions personnel or college alumni, and arranges for pupil conferences with these people.

7. The Director organizes special orientation programs such as College Night, Career Night, etc.

8. The Director prepares and presents to the Board of Education a report on the graduating class of the previous school year.

C. Obtaining and developing personnel

1. The Director advises the principal and the Director of Student Services of the need for additional guidance personnel in the Region and, if the position is approved, is responsible for the interviewing of candidates for the position.

2. The Director plans professional development activities for staff in his/her department and completes and submits appropriate forms.

D. Maintaining effective relationships with the community

1. The Director assists in interpreting the effectiveness of the school's program to the community, particularly through the presentation of the results of follow-up studies of former pupils.

2. The Director conducts conferences with parents to help them better understand and assist with the educational, personal, social, and vocational adjustments of their children.

3. The Director utilizes the resources of the community in developing and expanding guidance services and activities. He/she works closely with other community agencies interested in the full development of young people.

E. Maintaining funds and facilities

1. The Director is responsible for the preparation and submission of annual budget requests of the building guidance department to the respective building principals. Region-wide guidance budget needs are presented to the Director of Student Services.

2. The Director is responsible for maintaining an inventory of movable equipment assigned the guidance department in each building.

F. Other related relationships

1. The Director performs other duties as assigned by the Director of Student Services or the Superintendent.

3. TERMS OF EMPLOYMENT
The Director shall be certified as an Administrator/Supervisor and shall be compensated in accordance with all terms and conditions as agreed upon and described in the negotiated Agreement with the Board of Education.

Revised: 9/07