

**Mountain Lakes Public School District
400 Boulevard
Mountain Lakes, New Jersey 07046**

Job Description

TITLE: Director of Guidance

QUALIFICATIONS:

1. Valid New Jersey Director of School Counseling Certificate or Principal Certificate or eligibility
2. Minimum experience as determined by the board
3. Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development and school improvement
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: High School Principal

SUPERVISES: Staff as assigned

SCOPE OF RESPONSIBILITY: The Guidance Director performs overall direction and supervision of the guidance program and staff. Also performs counseling duties for students.

PERFORMANCE RESPONSIBILITIES:

- 1) performs administrative duties in directing and coordinating all guidance activities, including supervision of other guidance counselors and support staff;
- 2) coordinates all scholarship programs;
- 3) coordinates all standardized testing programs;
- 4) coordinates orientation programs for new students and oversees transition programs;

- 5) assists administrators with master scheduling, student course registration, course changes,
- 6) coordinates various special programs throughout the school year;
- 7) creates an atmosphere of mutual respect and caring to foster a positive climate for learning and personal growth;
- 8) plans and organizes programs for career awareness and records maintenance;
- 9) sets standards for student behavior and follows through consistently;
- 10) conducts classroom guidance activities, teaches to an objective, and relates the objective to student experiences;
- 11) uses appropriate counseling strategies;
- 12) encourages active participation from students, parents, teachers and community personnel;
- 13) uses counseling techniques to advance student learning and self-awareness in individual and/or group academic counseling sessions;
- 14) monitors and assesses student learning and personal growth, including student progress toward graduation;
- 15) provides consultation to staff, parents, and community agency personnel in order to foster student learning;
- 16) assists students and parents to plan a program of studies which is consistent with students' individual abilities, interests, and career goals;
- 17) assists students to understand their abilities, interests, and special aptitudes; organizes applications for enrichment programs;
- 18) organizes and interprets the results of the school's testing program;
- 19) maintains appropriate confidentiality;
- 20) takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- 21) maintains records as required by law, system policy and administrative regulations, and serves as a resource to other school personnel in the use and interpretation of records;
- 22) coordinates the maintenance of student records and serves as a resource to other school personnel in the use and interpretation of records;
- 23) assists in upholding and enforcing school rules and administrative regulations;
- 24) makes provisions to be available to students and parents for education and guidance-related purposes within contractual commitments;
- 25) attends and participates in faculty and department meetings;
- 26) cooperates with other members of the staff in planning instructional goals, objectives, and methods;
- 27) assists in the selection of guidance and career equipment and materials;
- 28) works to establish and maintain open lines of communication with students, parents, and colleagues concerning both the academic and behavioral progress of all students;

29) coordinates activities related to foreign exchange students and study abroad.