

RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT JOB DESCRIPTION MANUAL

ADMINISTRATION

DIRECTOR OF SCHOOL COUNSELING, STUDENT WELLNESS, AND COLLEGE & CAREER READINESS

GENERAL RESPONSIBILITIES: Provides leadership to all areas of college and career readiness, school counseling and student wellness programs, including four-year planning and course selection, mental health and student wellness initiatives, while also fostering dynamic relationships with colleges and universities on behalf of students. Supervises and evaluates school counselors, SAC and mental health clinicians.

QUALIFICATIONS: Director of School Counseling Services Certification Required

REPORTS TO: Superintendent or designee

RESPONSIBILITIES:

1. Observe, supervise, and evaluate assigned staff and ensure compliance with applicable policies and regulations regarding observations, evaluations, student achievement, and professional development plans.
2. Coordinate the planning, development, implementation, and evaluation of the counseling programs.
3. Contribute to the district's professional development program by assessing and identifying professional development needs of staff members and opportunities to learn.
4. Contribute to the district's communication plan by providing information about the departments' activities and successes on a regular basis.
5. Contribute to the recruiting, interviewing and recommending of new staff members in accordance with established procedures and guidelines.
6. Conduct an annual review of the Guidance and Student Wellness departments' activities and submit, prior to June 1st, a year-end report concerning the progress, long-range plans, and needs of the departments to the Superintendent.
7. Submit formal observation/evaluation reports as well as complimentary and/or disciplinary memos to the Superintendent for placement in employees' personnel files and maintain a file of all Professional Development Plans for assigned employees.
8. Schedule, plan, and conduct monthly department meetings in accordance with a published schedule.

9. Present reports periodically to the Superintendent/Board of Education concerning program status, developments, and/or improvements.
10. Keep abreast of current research through professional journals and attendance at conferences, seminars, workshops, or meetings designed to improve counseling services and college placements. Participate in local and statewide meetings and committees as directed by the superintendent or his/her designee.
11. Encourage and promote implementation and evaluation of innovative counseling strategies and programs. Arrange group counseling activities to meet the aims and needs of the student body.
12. Submit, after consultation with members of the department, a proposed departmental budget to the Superintendent and School Business Administrator. Initiate requisitions for purchases of departmental supplies, equipment, or services, maintain records of all purchases and sign vouchers acknowledging receipt of goods ordered.
13. Supervise and/or provide counseling services to students to include guidance counseling, counseling related to student wellness and mental health, and crisis counseling, as needed.
14. Work in consultation with the student assistance counselors, anti-bullying specialist, affirmative action officer, and school crisis team toward the remediation of individual issues and the general improvement of the school climate and culture.
15. Supervise and work in consultation with the student assistance counselors, and school crisis team to address the needs of at-risk students at RFH.
16. Create key relationships with a plethora of colleges, universities, and post-high school work environments to ensure RFH student access to these entities.
17. Organize and direct the process of students' course selection and resolve conflicts in students' schedules.
18. Serve as a liaison for the College Board membership and activities, including PSAT and AP programs.
19. Monitor the progress of college admissions and acceptances and reports to the Superintendent and to the Board of Education.
20. Coordinate annual Senior Awards Program, including but not limited to, scholarship selection meetings, program, and facilities use.
21. Prepare reports for the New Jersey Department of Education pertaining to school counseling services. Coordinate data collection and submissions with members of the technology department for school wide analysis and required reporting.
22. Arrange, annually, a schedule for professional visitations to colleges by members of the school counseling department.

23. Supervise issuance of working papers.
24. Annually oversee preparation, updating, publication, and distribution of the annual course description guide and school profile.
25. Plan and direct evening programs for parents, current RFH students, and incoming 8th grade and/or transfer students. Remain accessible to parents for discussion of students' plans and problems.
26. Regularly communicate with parents, students, counselling staff, administrative team, and other stakeholders with regard to the mission, vision and daily operations related to guidance, student wellness and college and career readiness of students at RFH. Oversee calculation and distribution of Grade Point Average following students' completion of semesters 2, 4, 5, 6, and 7.
27. Assure that new students are enrolled according to policy, that students who leave are transferred and that data are maintained on pupil enrollment in the school.
28. Serve as a member of the school's SCCS intervention team/ I&RS team.
29. Perform other appropriate tasks as assigned by the Superintendent in accordance with the provisions of Board adopted policies.

TERMS OF EMPLOYMENT:

Twelve-month year. Non-bargaining-unit position. Salary and other terms and conditions of employment established by the Board of Education upon recommendation of the Superintendent of Schools.

EVALUATION: Performance of the job will be evaluated annually in accordance with New Jersey State law and the provisions of the Board's policy on evaluations of certificated staff.

APPROVED BY RFH BOARD OF EDUCATION: January 25, 2022