

**RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL
BOARD OF EDUCATION
RUMSON, NEW JERSEY 07760**

REGULAR MEETING

February 20, 2023

6:30 p.m.

AGENDA

"Our mission is to empower all of our students with the tools to find their passions and thrive as knowledgeable, confident, resilient, creative, and compassionate citizens of a global community."

ADDENDUM

PERSONNEL

38. Approval to Create New Position

Recommend Board approval to create the following position for the 2023 - 2024 school year:

- College and Career/School Counseling Coordinator - GUI.HS.COOR.FL.07

39. Approval of Job Description

Recommend Board approval of the job description for College and Career/School Counseling Coordinator as per Attachment A.

EDUCATION

40. Revised Approval of a World Language Trip for the 2022-2023 School Year and Approval to Suspend Portion of Policy #2340 - Field Trips

Recommend Board approval of the following world language trip along with the dates of travel for the 2022-2023 school year:

DESTINATION	DATES OF TRAVEL
Costa Rica	February 10 - February 20, 2023

Recommend Board approval to suspend the portion of Policy #2340 - Field Trips pertaining to the requirement of a school nurse in attendance as stated in letter I of said policy, for the following trip: Costa Rica (February 10 - February 20, 2023).

**RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL
74 RIDGE ROAD
RUMSON, NEW JERSEY 07760**

COLLEGE & CAREER/ SCHOOL COUNSELING COORDINATOR

QUALIFICATIONS: New Jersey School Counselor Certificate

REPORTS TO: Superintendent or designee

PRIMARY FUNCTION: Provides leadership to all areas of the school counseling program, including four-year planning and course selection, school wide programs, and college planning; advises school counselors, wellness team, and supports the implementation of programs school-wide.

SPECIFIC RESPONSIBILITIES:

1. Coordinate the planning, development, and implementation of the counseling programs.
2. Contribute to the district's professional development program by assessing and identifying professional development needs of staff members and opportunities to learn.
3. Contribute to the district's communication plan by providing information about the departments' activities and successes on a regular basis.
4. Contribute to the recruiting, interviewing and recommending of new staff members in accordance with established procedures and guidelines.
5. Conduct an annual review of the department's activities and submit, prior to June 1st, a year-end report concerning the progress, long-range plans, and needs of the department to the Superintendent.
6. Schedule, plan, and conduct monthly department meetings in accordance with a published schedule.
7. Present reports periodically to the Superintendent/Board of Education concerning program status, developments, and/or improvements.

ATTACHMENT A

8. 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.
9. Submit, after consultation with members of the department, a proposed departmental budget to the Superintendent. Initiate requisitions for purchases of departmental supplies, equipment, or services, maintain records of all purchases and sign vouchers acknowledging receipt of goods ordered.
10. Provide counseling services to students.
11. Works in consultation with the student assistance counselor, anti-bullying specialist, and the affirmative action officer toward the remediation of individual issues and the general improvement of the school climate and culture.
12. Organize and direct the process of students' course selection and resolve conflicts in students' schedules.
13. Serve as a liaison for the College Board membership and activities, including PSAT and AP programs.
14. Monitor the progress of college admissions and acceptances and reports to the Superintendent and to the Board of Education.
15. Coordinate annual Senior Awards Program, including but not limited to, scholarship selection meetings, program, and facilities use.
16. 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.
17. Arrange, annually, a schedule for professional visitations to colleges by members of the school counseling department.
18. Supervise issuance of working papers.
19. Annually oversee preparation, updating, publication, and distribution of the annual Program of Studies and School Profile.
20. Plan and direct evening programs for parents and remain accessible to parents for discussion of students' plans and problems.
21. Oversee calculation and distribution of Grade Point Average following students' completion of semesters 2, 4, 5, 6, and 7.

ATTACHMENT A

22. 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.
23. Serve as a member of the school's intervention/ I&RS team.
24. Perform other appropriate tasks as assigned by the Superintendent in accordance with the provisions of Board adopted policies.

EVALUATION: The Coordinator will be evaluated annually by the Superintendent or designee in accordance with the provisions of Board adopted policies concerning staff evaluations.

APPROVED: