

THE MONTCLAIR PUBLIC SCHOOLS
Human Resources
Montclair, New Jersey

JOB DESCRIPTION

Position Title: Director of Guidance

Qualifications: 1. New Jersey certification appropriate for a guidance counselor required; 2. Must be certified in either: Director of School Counseling Services, Director of Student Personnel Services and/or Principal. 3. M.A. degree; 4. Demonstrated aptitude or competence for assigned responsibilities; 5. Ability to work as part of a highly functioning administrative team; 6. Required criminal background check and proof of U.S. citizenship or legal alien status; 7. Work in a diverse community; 8. Director of Guidance experience preferred; 9. Working knowledge of Genesis Student Information System preferred; 10. Naviance experience preferred. Must be certified in either: Director of School Counseling Services or Director of Student Personnel Services.

Responsible to: High School Principal, Superintendent or designee

Job Goal: The Director coordinates all activities K - 12 for the delivery of the comprehensive counseling and guidance program for all students when determined by the Superintendent.

Illustration of Key Performance Duties and Responsibilities:

1. Provides leadership in developing appropriate comprehensive counseling and guidance program activities,
2. Assists in the development, implementation, monitoring, and evaluation of all activities of the guidance department,
3. Aligns the activities of the department to building goals and objectives,
4. Take part in the activities of related professional organizations and extends his/her participation beyond the limits of the school in order to improve his/her professional competence,
5. Enforces all board and building policies, administrative directives and state laws/regulations,
6. Keeps school personnel and the school community informed of events and activities relating to guidance services,
7. Maintains active and positive relationships with supervisors, students, staff, parents and the community,
8. Establishes and maintains high standard of ethical conduct of departmental members,
9. Attends and participates in meetings, special events, school sponsored activities, and functions as required by the principal and/or demands of the position,
10. Maintains and prepares inventories of departmental property and oversees the security of that property,
11. Establishes and maintains relationships with local community groups and individuals to develop, foster and solicit understanding and support for overall guidance services and programs,
12. Supervise and evaluate designated certified and non-certified staff regarding their individual and group performance within the framework of the school program in accordance with board policy, administrative directive and state regulation and law,
13. Assists with the continuous improvement of the guidance program within the schools,
14. Assists in the recruiting, hiring, training, mentoring, evaluating, and removal when needed of staff assigned to the departments,
15. Insures the safety and welfare of all pupils and staff,
16. Solicits and incorporates the continued input from the total school community in departmental improvement efforts,
17. Work cooperatively with other departments in the schools,
18. Discusses and attempts to resolve individual student and family problems and concerns,
19. Assume other duties as assigned or as related to the central job goal.

Employment Terms: 12 month, salary and benefits commensurate with experience and as negotiated by the Montclair Administrators Association.

Evaluation: Performance in this job will be evaluated annually in accordance with appropriate laws and policies on the evaluation.

ESTABLISHED: 1973 Revised: 9/2005, 6/2006, 6/2008, 4/2016

Approved by BOE: