

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION  
**DIRECTOR OF GUIDANCE**

QUALIFICATIONS:

- Licensed as a Supervisor/Director – Guidance Director – All Levels
- Licensed as a School Guidance Counselor – Grades 5-12
- Licensure as a School Social Worker preferred
- Minimum 5 years experience as a school counselor
- Experience with budget development preferred
- Demonstrates exceptional leadership skills
- Excellent interpersonal and communication skills

REPORTS TO:

Principal

RESPONSIBILITIES:

1. Supervise the following departments, and/or personnel: Guidance Counselors, School Adjustment Counselors, Health and Medical Services (Nurses), Wellness Department.
2. Oversee and implement a comprehensive program of school counseling services, including: delivery of guidance curriculum aligned with DESE, ASCA and MASCA; PSAT, SAT and Accuplacer coordination; Freshman Exploratory program; Guidance Parent sessions for each grade level; and Student Awards and Scholarships.
3. Oversee the coordination and provide counseling and career education services for students who might be experiencing difficulty with academic achievement, health related concerns, physical, emotional, social or learning disabilities; serve as a resource for family services.
4. Develop and submit to the Principal all departmental budgets; approve the selection of all related instructional resources, equipment and materials; process related purchase requisitions.
5. Assist with the District supervision and evaluation model, including evaluating faculty and staff, as assigned by the Principal; work jointly with the administrative team to ensure that effective strategies for improving instruction and student outcomes are implemented.
6. Supervise departmental staff; oversee the facilitation of departmental meetings and ensure that agendas and meeting minutes are provided.
7. Assist in the hiring of highly qualified teachers, counselors and nurses in designated departments, as appropriate.

8. In conjunction with other Directors, ensure that the instructional program relates closely to current and sound practice; develop and recommend a plan for the integration of learning among academic, career and technical instruction, guidance, technology, and special services, including development of career and/or post secondary plans.
9. In collaboration with the Principal and the Academic Program Director, coordinate the administration of MCAS Assessments, together with the Director of Special Education, the Director of Technology and the Coordinator or Special Education & Team Chair.
10. In collaboration with the Academic Program Director, develop and implement Educational Proficiency Plans (EPPs).
11. Develop a placement process for incoming grade 9 students; coordinate course recommendations and student course requests; work with the Directors regarding course sequence, content and requirements; coordinate communication with parents with regard to course requests and approval.
12. Function as one of the Civil Rights, Title VI and Title IX Coordinators for the District; collaborate with the Assistant Principals when Bullying allegations are reported.
13. Ensure that the Discrimination and Harassment Policy is implemented and adhered to; provide Discrimination and Harassment training for students and staff; investigate cases and/or complaints, as appropriate.
14. Assist with the calculation of student grades, grade point averages and class rank; communicate promotion and graduation requirements to students and parents, including but not limited to, credit recovery expectations for students who have failed courses.
15. Serve as a member of the school Safety and Security Team; implement referral process for “at risk” students; organize and facilitate the Student Support Team meetings.
16. Oversee the Section 504 process and plan development; assist counseling and nursing staff in conducting 504 meetings with students, parents and staff; provide training to faculty.
17. Share responsibilities with the Special Education Administrator or designee to support identified students for accessing accommodations for post-secondary testing needs, ie. SAT/SSD, Accuplacer, etc.
18. Oversee student enrollment in collaboration with the Admissions Coordinator and Registrar; collect and analyze enrollment and graduate data; share with appropriate staff.
19. In collaboration with the Principal and other Directors, oversee district-wide professional development programs; assist in providing district trainings in such topics as sexual harassment, discrimination, suicide prevention, mandated reporting, and crisis intervention.
20. In collaboration with Career and Technical Education Directors and the Community Relations and Partnerships Coordinator, establish effective channels of communication with agencies, colleges and universities, certificate programs, trade unions and other post-secondary placement; oversee college and post-secondary placement for students.

21. Participate in the Mentoring and Induction programs for new staff members to your departments in collaboration with the Principal, the Director of Human Resources, and the Mentoring and Induction Supervisor.
22. Maintain and update cumulative student records to ensure that information is kept current; supervise the procedures for the secure and confidential storage of records.
23. Oversee the Admissions Coordinator with regard to policies, process and procedures.
24. Supervise and evaluate the Administrative Assistant for Guidance and Admissions.
25. Perform such other tasks and assumes such other responsibilities as the Principal and/or Superintendent-Director may assign.

#### TERMS AND CONDITIONS OF EMPLOYMENT

1. This is a twelve month position
2. The nature of this position requires hours beyond the regular school day. It is expected that the person filling this position will give priority to completing the necessary tasks and set hours accordingly.
3. Salary and fringe benefits to be established by the Superintendent-Director in accordance with the policies established by the School Committee.