



## Job Description

**Job Title:** Supervisor I  
School Counseling & AVID  
**Position Code:** 1E17 and AE17  
**Job Classification:** Exempt

**Supervisor:** Executive Director  
Curriculum & Instructional Services  
**Pay Grade:** 44  
**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for planning, developing, implementing, and monitoring the division's guidance and AVID program. Position conducts staff development; supervises and mentors guidance counselors; and ensures the effective utilization of staff and resources.

### **Essential Duties**

1. Supervises and administers a division wide guidance program.
2. Supervises and coordinates the AVID program.
3. Visits schools and observes on a regular basis to ensure consistency in the guidance program.
4. Serves as a resource and advisor to guidance counselors and teachers.
5. Assists counselors in the improvement of performance.
6. Evaluates the effectiveness of guidance programs and recommends revisions and improvements as needed.
7. Assists the human resources department with interviewing and recommending qualified candidates for guidance positions.
8. Assists in developing and conducting division wide staff development for staff.
9. Prepares and monitors the program's budget.
10. Represents the school division in educational projects and initiatives at the local, regional, state, and national levels.
11. Models nondiscriminatory practices in all activities.

### **Other Duties**

1. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain a current knowledge in secondary social studies education.
2. Performs any other related duties as assigned by the Executive Director, Curriculum & Instructional Services or appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Master's degree and be eligible for a Virginia License as a school guidance counselor. Must possess experience as a school guidance counselor to include some experience at the secondary school level. Must possess the ability to organize and lead school guidance program and guide/train staff in effective techniques and strategies. Must possess an in-depth knowledge of child development, group and individual counseling techniques, conflict resolution techniques, and community resources. Must possess excellent leadership, communication, problem solving, and interpersonal skills. Must possess the ability to establish and maintain effective working relationships with students, parents, and staff members.

**Working Conditions & Physical Requirements**

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, walk and reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned staff

**Supervision Received:** Executive Director, Curriculum & Instructional Services

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Guidance Supervisor will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director, Curriculum & Instructional Services or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) Signature Date