

Job Description

Job Title: Director of School Counseling
Position Code:
Job Classification: Exempt

Supervisor: Chief Academic Officer
Pay Grade: 51
Contract Length: 245 Days

Job Summary

Position is responsible for planning, developing, implementing, and monitoring the division's school counseling program. Position conducts staff development; supervises and mentors school counselors; and ensures the effective utilization of staff and resources through alignment with American School Counseling Association Model.

Essential Duties

1. Supervises and administers a division wide school counseling program.
2. Supervises and coordinates the College and Career Prep program.
3. Supervises the College & Career Specialists
4. Supervises the Choice Neighborhoods Initiative (CNI) Program
5. Serve as program administrator for Community Captains Program
6. Facilitate and coordinate division wide training and support for secondary college & career assessment through Naviance Program and serve as point of contact and chairman of Naviance committee
7. Evaluate the effectiveness of the school counseling program and recommend revisions, to include improvement to district-wide assessments
8. Serves on division wide crisis team
9. Monitor and ensures the implementation of school policies and procedures related to eligibility determination and delivery of services to 504 students; provides professional development to school counselors regarding 504 eligibility and accommodations.
10. Develops, reviews and recommends revision of school policies and procedures related to the Student Support team process and delivery of services to students during this process; provides professional development to school counselors regarding the chairing of Student Support teams.
11. Works collaboratively with the school administrators, attendance officials, special education professionals, and mental health professionals to identify and develop best practice measures focusing on student success and support.
12. Visits schools and observes on a regular basis to ensure consistency of implementation of the school counseling program.
13. Promote and implement district and site-based approaches to increase family access and engagement through school counseling.
14. Ensures summative evaluation process is aligned to national school counselor standards.
15. Evaluates the effectiveness of school counseling programs and recommends revisions and improvements as needed.
16. Assists the human resources department and principals with interviewing and recommending qualified candidates for school counseling positions.
17. Assists in developing and conducting division wide professional development for staff.
18. Prepares and monitors the assigned program's budget.
19. Promote supportive and culturally-responsive school counseling programs that foster academic achievement for all students.
20. Develop, organize and implement professional development opportunities for district, building, and program staff with an emphasis on racial and equity awareness.
21. Collaborate with district administrators to develop, lead, and implement a systematic process that identifies and addresses inequalities and other experiences that create barriers to student engagement and achievement.
22. Develop and implement systems and procedures to address the needs of culturally and emotionally diverse students, parents, and families.
23. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain a current knowledge in school counseling.
2. Collaborates with other district leaders on College Board programs to ensure equity and access for all students.
3. Performs any other related duties as assigned by the Chief Academic Officer 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 an Admin and Supervision endorsement and Virginia License as a school counselor. Must possess experience as a school 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: Chief Academic Officer

This job description in no way states or implies that these are the only duties to be performed by this employee. The Director of School Counseling will be required to follow any other instructions and to perform any other related duties as assigned by the Chief Academic Officer 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:

Supervisor

Date

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

Employee Name (Print)

Signature

Date