

Poquoson City Public Schools
JOB DESCRIPTION

TITLE: Secondary Guidance Director

This position is X exempt or non-exempt

PRIMARY FUNCTION:

Responsible for providing guidance counseling services in the secondary school setting as well as supervision of guidance counseling program in the school

MINIMUM QUALIFICATIONS:

- Holds a postgraduate professional license in school counseling; has a Master's Degree; has completed at least three years as a successful public school guidance counselor; or any equivalent combination of training and experience which would provide the acceptable knowledge, abilities and skills, as evidenced in the following performance responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES:

- Possesses high moral standards and integrity
- Has demonstrated professional and personal characteristics necessary for working effectively with school personnel, students, parents, and members of the community
- Considerable knowledge of guidance counseling operations and issues and professional standards such as the American School Counselor Association's Ethical Standards for School Counselors
- Ability to quickly learn procedures used to report information and maintain records
- Ability to prepare required written/electronic reports
- Ability to organize/manage and to make sound decisions
- Knowledgeable in business software to include: word processing, spreadsheets, slideshows, etc.
- Knowledge in guidance software to include: EIMS, master schedule building software (PowerSchool preferred)

GENERAL PERFORMANCE RESPONSIBILITIES:

- Coordinates and supervises the guidance program in the school - including academic and career counseling, and post secondary education
- Serves as the liaison between the building principal and the counseling staff
- Provides information to the principal regarding the guidance program – including inventory of equipment/materials and needs for program success
- Coordinates and supervises the tracking of student SOL results and verified credits, as well as career and academic activities in the school
- Maintains departmental records and student scholastic records
- Assists with the VDOE mandated testing programs – SOL, CTE, etc.
- Coordinates and organizes all other testing programs – AP, PSAT, SAT, Stanford 10, etc.
- Analyzes student test data in conjunction with administrators and instructional staff to identify and meet the needs of students and to guide student academic and career plans
- Coordinates the evening PSAT/SAT Prep Program (High School)
- Plans and oversees informational sessions for students, parents and families (e.g., Preparing for College Night, Course Registration, New Student events, etc.)
- Develops and publicizes scholarship opportunities for students through iSchool (High School)
- Serves as the AP coordinator for the school (High School)
- Coordinates the Summer Governor's School for the Gifted application and selection process (High School)
- Identifies needs for in-service training of the guidance staff
- Orients new guidance personnel
- Assists the principal in developing the master schedule using the student database system
- Works with the principal to determine counselor assignments

- Facilitates meetings/conferences between teachers, students and parents
- Conducts student and family conferences to meet academic and career plan requirements
- Serves on committees as deemed appropriate by the principal (e.g., Program of Studies committee, Child Study Committees, Scholarship Selection/Nomination Committees, Crisis Team, etc.)
- Meet expectations of Secondary Guidance Counselor
- Performs other duties as assigned

TERMS OF EMPLOYMENT:

Salary according to School Board Pay Plan and contract length teacher contract plus 25 days for high school guidance director; teacher contract plus 20 days for middle school guidance director.

EVALUATION:

Reports to the principal and will be evaluated in accordance with School Board policy and administrative regulations on evaluation of licensed personnel

APPROVED BY THE DEPUTY SUPERINTENDENT OF INSTRUCTION & SUPPORT SERVICES