

Warsaw Community Schools

Director of Guidance (493)

JOB POSTING

Job Details

Title **Director of Guidance**
Posting ID **493**
Description **Reports to: Building Principal**

General Summary: The Director of Guidance is a lead counselor who encourages, develops, and maintains a working relationship with students, fostering their individual educational growth and learning.

Essential Functions:

- Assists in planning an overall program and in the preparation of guidance materials.
- Assists in-group guidance programs such as social, vocational, educational, and personal.
- Assists in the orientation of new students by: helping plan their educational program, administering individual tests, helping them adjust to their new environment, and providing printed materials to students and parents.
- Summarizes course selections and prepares scheduling packets for all students.
- Enrolls and schedules students.
- Conducts follow-up interviews with students with unsatisfactory progress.
- Schedules conferences with parents and/or teachers.
- Refers special cases, such as speech, vocational rehabilitation, homebound, health, and tutoring to the appropriate personnel.
- Assists teachers in interpreting test scores.
- Assists in the evaluation of guidance and counseling programs.
- Follows guidelines for release of confidential information to employers regarding student employment and public law.
- Consults with attendance officer concerning attendance problems.
- Makes the school aware of any physical, mental, and/or emotional irregularities.
- Maintains professional knowledge of occupational and training informational sources in the community.
- Maintains individual cumulative records of all counselees including test scores and academic records.
- Projects a positive image of the guidance program to the community.
- Performs other reasonably related duties as assigned by supervisor.
- Maintains confidentiality as defined within the policy and procedure manual.
- Works with other department heads to promote a curriculum that is vertically and horizontally articulated.
- Assists in the yearly updating of department's curriculum.
- Calls and conducts weekly meetings of the department to communicate District policies and procedures and files reports of those meetings with the High School Principal.
- Works with the Building Principal to keep department members aware of current trends in his/her subject area.
- Plans and monitors department budget and purchases and advises the Building Principal of department needs.
- Prepares course of studies for student scheduling in conjunction with members of the department.
- Assists in the recruitment, screening, interviewing, training and assignment of department personnel.
- Assists in the establishing, implementing and evaluating department curriculum objectives.
- Assumes leadership in the selection of guidance resources in coordination with Building Principal and department.
- Attends relevant school, District and professional meetings, including summer workshops and participates in relevant professional organizations.
- Acts as resource person for department members on department curriculum and instruction questions.

- Assists the building principal and middle school principals in working with individual department members to improve the duties and roles of 7-12 guidance counselors.
- Assists the principal in providing mentor teacher services for department inductees.
- Assists in the evaluation, interpretation and the use of appropriate test data to improve standardized test protocols and to communicate with teachers and parents.
- Assists with the design and review of the WCHS and WACC Course of Studies Booklet.
- Sets an example of professionalism and leadership for other members of the department.
- Assists Senior Counselor with graduation exercises as required.
- Responsible for the upkeep and maintenance of the department webpage on the District site.
- In conjunction with members of the department, identifies annual goals and reports progress on the goals to respective administrators.
- Coordinates the review and updates to the 9-12 guidance curriculum.
- Coordinates and facilitates standardized testing PSAT, SAT, ACT, AP and assists with other statewide assessments for our students.
- Collaborates with other educators in the implementation of the 7-12 guidance curriculum.
- Assists building principal in the assignment of counseling duties (i.e. AP test administration).
- Assists in the coordination of 9-12 guidance lessons, which include topics of career planning, bullying, and character education, for example.
- Consults with teachers about student mental health issues.
- Assists in the coordination of the District Student Assistance Program.
- Provides information to staff regarding the comprehensive school counseling program.
- Reviews, annually, with guidance counselors, an overview of changes and/or updates to the PSSA, and other state-mandated testing programs.
- Collects and analyzes data to guide guidance program direction and effectiveness.
- Assists in the coordination of K-12 guidance counselors during a school-wide crisis.
- Demonstrates knowledge of District and community resources and shares these with K-12 guidance counselors.
- Assists in the organization of annual parent orientation and transition events.
- Performs normal guidance duties.
- Performs other duties consistent with the position.

COGNITIVE ABILITIES

Ability to establish and maintain productive working relationships with staff, business associates, and general community.

Ability to work on multiple tasks and prioritize appropriately.

Ability to recognize areas of concern relating to department leadership issues and propose or recommend appropriate solutions to problems.

Ability to communicate effectively.

Ability to exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work.

EVALUATION

Performance will be evaluated annually RISE by the Building Principal in accordance with the provisions of the WCEA Bargaining Agreement.

QUALIFICATIONS

- Education – Master's Degree (minimum)
- Certification or Licensure – Valid School Service License in the area of School Counseling
- Experience – Prior experience in a counseling role preferred but not required.
- Knowledge – Understands and applies the Indiana Student Standards for Guidance.

REPORTS TO

Building Principal

Length of Contract: 195 days

Position Type: Exempt

These statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a guidance counselor.

Shift Type

Full-Time

Salary Range **Per Year**
Location **Warsaw Community High School**

Applications Accepted

Start Date **04/10/2017**
End Date **04/28/2017**

Job Contact

Name **Troy Akers** *Title* **Principal**
Email **takers@warsawschools.org** *Phone*