

Caldwell – West Caldwell Public Schools

Job Description

Title: **Supervisor/Director of Guidance**

QUALIFICATIONS:

1. New Jersey Principal Certificate, Supervisor Certificate, or Pupil Personnel Certificate
2. Experience as a Guidance Counselor
3. Such alternatives to the above that the Board may find appropriate

REPORTS TO: High School Principal

RESPONSIBILITIES:

1. Supervise the guidance counselors, substance awareness coordinator, and any contracted counselors
2. Maintain a reduced student counselor roster
3. Plan and direct an effective school wide guidance and counseling program
4. Establish uniform procedures and forms for counseling services
5. Write the guidance newsletter
6. Communicate with parents regarding counselors, scheduling issues, class and teacher requests, and college applications
7. Supervise and organize evening guidance programs
8. Update the school profile
9. Conduct follow-up surveys of student graduates
10. Consult with middle school administrators and counselors on scheduling and student issues
11. Prepare the guidance department budget in consultation with the school principal
12. Assume responsibility for one's own professional development and for attending appropriate professional meetings
13. Perform such other duties that the principal or superintendent may assign