

MONMOUTH REGIONAL HIGH SCHOOL

TITLE **DIRECTOR OF GUIDANCE & HEALTH SERVICES**

Reports to: Principal/Superintendent

Nature and Scope of the Job:

To provide leadership and management overview for the coordination and supervision of the guidance and health office, the counseling staff, school nurse and Registrar as well as their respective programs.

Including but not limited to:

- College and vocational Articulation
- Counseling Services
- Health Services
- Articulation with the Elementary School for Registration and Recruitment Purposes
- Master Schedule
- Research Studies
- Scholarship Service
- Student Records
- District Wide Testing
- Parent/Guardian Liaison
- Homeless Liaison
- 504 Coordinator

Qualifications:

1. Holds a valid certificate for Director of Student Personnel Services
2. Minimum of five (5) years' experience
3. Demonstrates leadership skills in the areas of curriculum, program development, staff development and scheduling.
4. Strong interpersonal and communication skills with the students, staff and community
5. Demonstrates sensitivity for cultural diversity
6. Demonstrated and sustained ability to perform all the necessary physical and mental functions of active supervision
7. Required criminal history background check and proof of US citizenship or legal resident alien status
8. Maintain the physical capabilities to meet the needs of the job.

Employment Terms:

Twelve (12) months with vacation as determined by the Monmouth Regional High School Board of Education.

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Job Functions and Responsibilities:

1. Administers and coordinates testing, guidance, and school health services.
2. Supervises the activities of all departmental personnel.
3. Interprets student personnel services to school personnel, parents, and the community.
4. Recommends to the Principal staff staffing needs of the Guidance and Health Department as well as interview and recommend for hire the individual members of the department.
5. Evaluates the effectiveness of departmental staff members and provides them with in-service training.
6. Prepares and administers the departmental budget.
7. Acts in the capacity of the Assistant Principal and/or Principal in their absence.
8. Attends all Faculty, Administrative Council and Administrative Team Meetings.
9. Supervises the development and maintenance of accurate and complete permanent records for all students.
10. Supervises the completion of all transcripts and recommendations as requested from business and industrial organizations and institutes of higher learning.
11. Constructs the Master Schedule for classes and supervise the individual scheduling of students.
12. Administers all programs of orientation for new students.
13. Supervises research studies regarding graduates, drop-outs and test results.
14. Directs the administration of all testing programs, including interest, aptitude, college admissions college placement, and achievement tests.
15. Develops and maintain efficient routine and procedures for guidance and health personnel.
16. Supervises the Health Office and coordinate the efforts of this office with those of the school physician.
17. Supervises the consultation with parents regarding individual student programs, adjustment and educational/vocational planning as it pertains to Guidance Counselors.
18. Acts as a consultant to the Principal and department supervisors regarding instruction and curriculum in the school.
19. Administers the placement program for college admissions and coordinates the efforts of the Applied Technology as well as career studies for occupational placement.
20. Performs other duties which may be assigned or required by law, code, regulation/Board Policy, Principal or the Superintendent.

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Evaluation:

Performance of this job will be evaluated by the Principal not less than three (3) per year in accordance with State Law and the provisions of the Board Policy on evaluation of certified staff. Upon attaining tenure, evaluations will be two (2) per year but in no case less than one (1) annually.

Approved

Date

First Reading Board of Education: November 3, 2015