

## Litchfield School District - SAU 27

<b>POSITION TITLE: DIRECTOR OF HIGH SCHOOL GUIDANCE</b>	
<b>Job Description Approved By:</b> <i>Litchfield School Board</i>	<b>Date:</b> <i>1/4/06</i>
<b>General Purpose:</b>	To support the school's instructional program by coordinating and supervising guidance activities which are designed to assist students in their personal, social and intellectual development consistent with the goals set forth by the School Board and within the resources provided by the District. <i>To ensure confidentiality of student and family matters.</i>
<b>Reports to:</b>	Building Principal and Superintendent
<b>Supervises:</b>	Guidance Counselors, Guidance Secretary

### **POSITION DUTIES AND RESPONSIBILITIES:**

Except as specifically noted, the following functions are considered essential to this position:

1. Oversees overall operation of the CHS Guidance Office
2. Supervises and evaluates guidance counselor(s) and guidance secretary
3. Implements comprehensive grades 9-12 guidance programming for all students
4. Provides post-secondary information opportunities to all students (see section-Development of Post-Secondary and Transitional Opportunities)
5. Maintains a personal student caseload (currently 250 students) and providing individual guidance and counseling
6. Assists students with decision-making, including personal, social, emotional, educational, and career development
7. Provides crisis support in conjunction with administration, guidance counselor, school resource officer, school social worker, school nurse, and district psychologist
8. Creates, maintains, and manages the CHS guidance budget
9. Maintains own knowledge of the instructional and extra-curricular programs of the district and utilizes this information in working with staff, students, parents and others to enable students to obtain maximum benefit from their school experience
10. Oversees the underclass awards night presentations and planning, and supervises the guidance department responsibilities with "class night" for seniors and graduation exercises

### **Scheduling**

- Co-facilitates the master scheduling process with the Principal for grades 9-12
- Review each student's schedule for accuracy, completeness, and compliance with graduation requirement
- Creates, implements, and manages the scheduling process for grades 9-11
- With coordination from the guidance staff at the middle school, creates, implements, and manages the scheduling process for grade 8 (incoming grade 9)
- Reviews all students' transcripts for accuracy and compliance with graduations requirements
- Maintains accurate and permanent transcripts for current students and graduates

## **Coordinator**

The Director of Guidance serves as the coordinator for:

- Advanced Placement (AP) testing
- Sophomore testing (NHEIAP) and testing as required under state federal law (NCLB)
- Preliminary Scholastic Aptitude Test (PSAT) and Scholastic Aptitude Test (SAT)
- All 504 Accommodation Plans at CHS

## **Committees**

The Director of Guidance assumes an active role in:

- CHS Leadership Team
- District guidance counselor meetings
- Advisory Committee (Co-Chair) and Oversight of CHS Advisory Program
- At-Risk Students Committee
- NEASC Committee

## **Development of Post-Secondary and Transitional Opportunities**

The Director of Guidance is responsible for:

- Revision of school profile
- Development of relationships with post-secondary institutions including articulation agreements
- Development of student and school familiarity among a broader range of out-of-state, private four year colleges and state universities
- Expansion of summer transitional and enrichment activities with appropriate staff (eg. St. Paul's Summer Program; Girls & Boys State)
- Coordination with the Transition Specialist regarding the specialized transition needs for identified students and job/work opportunities for all students
- Development of scholarship opportunities and maintenance of scholarship records
- Coordination of vocational transportation

## **Summer Duties**

The Director of Guidance works a year-round schedule to keep the Guidance Office open during the summer months. Duties include:

- Register new students, including creating schedules and orientation
- Verify grades for student eligibility in summer school
- Review and finalize all student schedules for the coming year
- Handle requests for individual student schedule changes
- Plan guidance calendar for the coming year
- Contact local colleges and universities to plan for upcoming guidance activities
- Arrange evening program speakers for senior parents/seniors
- Respond to all phone calls, e-mails, and walk-ins by students, parents, faculty, and others

Performs other tasks and assume other responsibilities as assigned by the Building Principal or Superintendent.

**Evaluation:** Evaluation will be based on ability and effectiveness in carrying out the responsibilities of the position as defined. Performance will be reviewed annually by Building Principal in cooperation in accordance with School Board policy.

**TERMS OF EMPLOYMENT:** Full time, extended school year, administrative contract with 33 additional days, Salary

## MINIMUM QUALIFICATIONS:

### Education and Experience:

Master's Degree in the area of Student Personnel Services or Counseling  
Completed a minimum of five years of successful experience in school district personnel work  
Director of Guidance or Supervisor of Student Personnel Services experience preferred

### Necessary Knowledge, Skills and Abilities:

Skills in human relations, communications, problem solving, and organization

## LICENSURE AND CERTIFICATION REQUIREMENTS:

New Hampshire Guidance Director Certification  
Successfully completes required criminal history  
Proof of U.S. citizenship or legal resident status

## PHYSICAL ACTIVITY REQUIREMENTS:

### Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Rarely required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Rarely required
7. Carry 26 to 50 lbs:	Not required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Occasionally required

### Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Occasionally required
2. Handling:	Occasionally required
3. Torquing:	Not required
4. Fingering:	Not required
5. Controls and Equipment:	Computer, telephone, copy and FAX machine, 2-way radio, postage meter, calculator

**Other Physical Consideration:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Occasionally required
2. Bending:	Occasionally required
3. Crawling:	Not required
4. Squatting:	Rarely required
5. Kneeling:	Rarely required
6. Crouching:	Rarely required
7. Climbing:	Not required
8. Balancing:	Rarely required

**Work Surface(s):**

Standard office desk and chair. Carpeted and tile floors.

**During the Work Day, Employee is Required to:**

	<u>Consecutive Hours</u>									<u>Total Hours</u>													
Sit	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8						
Stand	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8						
Walk	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8						

**Work Performed:    Inside: 100%**  
**Outside: Up to 10%**

**Cognitive and Sensory Requirement(s):**

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not Required

**Other Training, Skills and Experience Requirements:**

Ability to work with staff, students, parents, and the community.

**Summary of Occupational Exposures:**

**Other Considerations and Requirements:**

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

Applicants will be subjected to a criminal background check required by state law. Employee must pass background check to enable bonding by the district’s liability insurance carrier.