

NUTLEY PUBLIC SCHOOLS  
Nutley, New Jersey

TITLE: Director of Guidance – 11 Month Position

QUALIFICATIONS: Counselor Certificate / Counseling Experience / Director of School Counseling Services Certificate or Principals Certificate

REPORTS TO: High School Principal

Duties and Responsibilities:

1. Oversee all school counseling services, grades seven (7) through twelve (12).
2. Oversee the maintenance of Naviance for all guidance functions.
3. Counsel a selected number of high school students as determined by the principal.
4. Assist in development of the master schedule and individual courses of study.
5. Coordinate registration, scheduling and transfer procedures for students.
6. Prepare the budget for the guidance department.
7. Coordinate all guidance assembly programs, career days, college nights and participate in parent-teacher and lay committee activities relative to the guidance department.
8. Assist in the administration and summary of all testing (9-12). Interpret test results for all related groups.
9. Prepare related guidance reports for the principal, superintendent and New Jersey State Department of Education.
10. Coordinate activities with special services personnel and students.
11. Oversee the preparation of all Special Education and ESL Student Schedules.
12. Prepare, with the approval of the principal, newspaper releases, brochures and information based upon the high school guidance program.
13. Write and edit all issues of the guidance newsletter – Guidance Gazette.
14. Confer with institutions, correction or social agencies working with students with special problem.
15. Participate in case conferences, as necessary.

16. Attend professional meetings as directed by the principal.
17. Interpret guidance policies to members of the guidance staff, school administration, teachers, parents and other members of the community.
18. Oversee promulgation of cumulative record folders, transcripts and special record keeping.
19. Coordinate the follow-up program of former students. Interpret results for school staff and program improvement.
20. Coordinate orientation programs for new students and classes.
21. Coordinate group guidance activities for the department.
22. Assist the principal in coordinating in-service training programs for staff members.
23. Coordinate information re the High School Equivalency Diploma programs.
24. Coordinate and assist vocational guidance efforts for drop-outs, graduates and students presently in school.
25. Order and maintain guidance library, office materials and equipment.
26. Assist in issuance and development of working papers, as necessary.
27. Initiate and coordinate the college and vocational placement programs with the counselors and staff.
28. Coordinate all College Board testing programs.
29. Oversee development of college and scholarship applications.
30. Interact with middle school administrative and guidance personnel, as necessary.
31. Arrange for program of visits from college admission officers, industrial personnel, and other individuals from training institutions.
32. Visit and maintain contact with colleges to gain and disseminate knowledge of requirements and program offerings.
33. Visit and maintain contact with local business, industry, training and public employment agencies to determine placement needs and requirements for employment opportunities.

34. Interview and recommend candidates for middle school and high school counseling positions.
35. Observe and evaluate middle school and high school counselors.
36. Facilitate and oversee a monthly department meeting of middle school and high school counselors.
37. Effectuate all other related duties as assigned by the principal.

May 9, 2011

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