



TRITON REGIONAL SCHOOL DISTRICT

Respect, Integrity, and Excellence for All

POSITION: *Director of Guidance – High School*

PURPOSE OF POSITION:

To provide leadership, coordination, and innovation as related to the guidance department. The Director of Guidance will serve to carry out the vision and purpose of the department, which is to follow the Massachusetts Model for Developmental Guidance to ensure that the academic, personal, and career-oriented needs of all students are met

REPORTS TO: High School Principal

EVALUATES: Staff members designated by the Principal

PERFORMANCE RESPONSIBILITIES:

1. Establish department objectives, and develop a plan for the implementation and evaluation of these objectives
2. Assist in the recruitment, screening, hiring, training, and assigning of department personnel
3. Conduct department meetings and attend relevant school, district, and professional meetings as necessary
4. Assist counselors in the handling of day-to-day problems and act as a resource person for counselors on guidance issues
5. Assume responsibility for the ordering, inventorying, and distributing of all departmental materials
6. Evaluate counselor performance and make recommendations to the principal regarding department personnel
7. Advise the Principal on the department's budgetary needs
8. Assist in identifying and utilizing community resources for the department program.
9. Coordinate the secondary school new student registration process with support from the main high school officer clerical staff.
10. Maintain active relationships with students and parents
11. Assist the principal in interpreting grading policies, promotional policies, and instructional programs to parents and the community
12. Keep informed on educational innovations and trends as they relate to department concerns
13. Coordinate academic recognition programs including calculating individual student class rank and GPA

14. Supervise and craft the delivery of post-secondary applications and planning
15. Plan and coordinate end-of-the year recognition events such as the Honors Banquet and Awards Assembly
16. Be an integral point person for transition planning for incoming students
17. Oversee department curriculum planning, specifically for delivery in guidance seminars
18. Supervise and interpret academic records of all students, including transfer students and out-of-district students
19. Analyze data as it relates to student outcomes and academic planning and delivery and work with building principal to implement improvement efforts
20. Coordinate College Entrance Testing Programs (AP, PSAT/SAT, SSD)
21. Oversee the course registration process
22. Coordinate, implement, and execute the master schedule for the high school
23. Communicates with district wide Guidance staff to foster a consistent approach to student guidance services.
24. Communicate relevant and timely information to students, parents, and the community
25. Perform such other tasks as may from time to time be assigned by the principal

QUALIFICATIONS:

1. A minimum of a master's degree from an accredited college or university
2. A minimum of five years as a guidance counselor or related experience in public education
3. Licensed as a Guidance Counselor in the Commonwealth of Massachusetts
4. Licensed or qualifications to be licensed as Supervisor/Director of Guidance in the Commonwealth of Massachusetts
5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

ATTRIBUTES:

- Committed to the core values of the district
- An expectation that all children can learn if provided the right opportunity
- An unwavering commitment to student success
- Leadership and resource management skills
- High level communication and interpersonal skills
- A commitment to collaborative practice within a professional learning community
- A strong focus on best practice in teaching, learning and assessment
- Able to delegate and exercise good judgment
- Detail oriented
- Able to multi-task

TERMS OF EMPLOYMENT:

- Annual Work Schedule: 260 Days Per Year
- Vacation Schedule: 25 Days Per Year
- Health and Benefits Per District Policies and Agreements
- Salary to be negotiated with the Superintendent

HIRING RANGE: \$90,000 - \$110,000

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on Evaluation of School Administrators