

RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT

Job Description Title: Guidance Subject Supervisor

Organizational Relationships: Evaluated by the building principal, assistant principal (s), and other appropriately certificated administrators/supervisors as designated by the superintendent of schools. The principal shall be the primary evaluator.

Job Goal: Provide leadership, coordination, and innovation in the Guidance Department

Major Responsibilities:

1. Assist in the establishment of objectives and standards for the department;
2. Develop a program for the implementation and evaluation of these objectives and standards;
3. Conduct departmental meetings as necessary;
4. Assist guidance counselors in the handling of day-to-day performance of their duties as counselors;
5. Plan and coordinate all aspects of the guidance program;
6. *Serve as the School Test Coordinator for implementation of school-based College Board Assessments.*
7. Coordinate the development of the master schedule and continuously process, update, correct all materials related to the school's master schedule in collaboration with district and building leadership teams.
8. Supervises the collection, maintenance and use of cumulative and permanent records for all students including interim reports, report cards, and transcripts, with coordination from the Director of Curriculum, Instruction and Articulation and/or Director of Special Education, as appropriate.
9. Maintains the School Profile with input from district and/or building leadership teams.
10. Act as a resource person for counselors, in matters relating to academic advisement, college and personal counseling, working with parents and professional staff.
11. Manage and evaluate the department supplies, software, equipment, and supplementary materials;
12. Maintain an up-to-date inventory of department materials;
13. Advise the principal on the departmental budget;
14. Advise the principal on the assignment of students to counselors and counselors to other departmental duties;
15. Evaluate counselor performance and make recommendations to the principal regarding department personnel consistent with Board policy and administrative regulations;
16. Observe and evaluate department personnel in accordance with Board policy and regulations;
17. Assist in orientation and in-service training programs for department personnel;
18. Assist in the recruitment, screening, and hiring of department personnel;
19. Assist the principal in interpreting general grading and promotional policies.

20. Oversees and manages GPA process for all students including annually identifying each school's valedictorian and salutatorian, and the calculation of fifth, sixth and seventh semester GPAs for the purposes of assisting students in their college search options as well as identifying National Honor Society candidates.
21. Attend relevant school, district, and professional meetings;
22. Meet with other subject supervisors to promote interdisciplinary programs;
23. Assist in identifying and utilizing community resources for the department program;
24. Keep informed on educational innovations and trends as they relate to department concerns;
25. Communicate school and district initiatives to Department members, in collaboration with administrators.
26. Perform counseling duties within the scope of his/her employment and certificate(s) as may be assigned by the administrators/supervisors under the authority of the Board of Education;
27. Perform other duties ~~which may be within the scope of his/her employment and certificate(s)~~ as may be assigned by the administrators/supervisors under the authority of the Board of Education.

Illustration of Key Duties: See Criteria for Evaluation of Subject Supervisors.

Qualifications:

1. A Master's Degree from an accredited college or university.
2. New Jersey Teacher's Certificate in subject area to be supervised.
3. New Jersey Principal's or Supervisor's Certificate or eligible for the same.
4. Such additions to the above qualifications as the Board may find appropriate and acceptable.

Terms of Employment: Ten-, eleven- , or twelve-month Contract in accordance with contractual arrangement as approved by the Board of Education.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Professional Personnel.

References: Article VIII, Section IV, Paragraph I, New Jersey Constitution, N.J.S.A. 18A 11-1 27-4, N.J.A.C. 6:3-1.21

Job Description:

1. **Program Development and Oversight:** Develop, review, and enhance comprehensive school counseling programs that align with the district's educational objectives and standards. Collaborate with stakeholders to establish program goals and objectives for the department. Evaluate counseling programs regularly to assess effectiveness and make necessary improvements.
2. **Student Support:** Coordinate and oversee the provision of counseling services to students to support their personal, academic, and career development. Work to address and resolve

individual student issues and concerns. Collaborate with teachers, counselors, administrators, and parents to develop strategies for supporting students' overall health and wellness.

3. **Assessment:** Develop and implement assessment tools and procedures to evaluate student experience and assess the effectiveness of the department practices. Analyze data and provide feedback to teachers, counselors, administrators, and other stakeholders to inform program design, identify students, engage families in discussions and expand opportunities. Implement all school-based College Board Assessments as the Test Coordinator to ensure all students have a fair and standardized testing experience.
4. **Evaluation:** Observe, evaluate and provide feedback to counselors to offer guidance and ongoing support. Foster a culture of continuous improvement, innovation and collaboration within the counseling department.
5. **Hiring and Staff Development:** Participate in the hiring process for counselors, including reviewing applications, conducting interviews, and making recommendations. Provide orientation and ongoing professional development to new and existing counselors to support their growth in the subject area.
6. **Master Scheduling:** Collaborate with administrators and other relevant staff members to develop and maintain a master schedule, which maximizes education opportunities to students as well as efficiently directs the resources of the district with regards to staff and facilities. Analyze student data, course requirements, and resource allocation to create an effective and balanced schedule. Ensure that counseling services and resources are appropriately allocated within the master schedule to meet student needs. Coordinate with other departments to address scheduling conflicts and optimize course offerings. Manage the course specific data used in the student management system and oversee the creation of each student's individual schedule.
7. **Resource Management:** Assist in district-level budget planning and resource allocation for the department, ensuring adequate funds and materials are available to support effective support. Stay updated on counseling theories, techniques, and evidence-based practices to provide recommendations for procurement.
8. **Policy and Standards Compliance:** Stay informed about state and national educational policies, standards, and relevant legal and ethical guidelines related to student counseling and privacy. Ensure that district practices and programs are in compliance with these guidelines.
9. **Communication and Collaboration:** Communicate and meet regularly with teachers, counselors, parents, administrators, and district leadership to provide updates, gather feedback, and address concerns related to the department. Collaborate with other departments to address and communicate students' academic and behavioral needs. Communicate regularly with stakeholders about counseling department initiatives, services, and resources. Act as a liaison between the counseling department and external agencies, organizations, and community resources.
10. **Professional Development and Training:** Encourage and support professional development opportunities for counselors in the department by sharing best practices,

resources, and strategies. Stay updated on current research, trends, and best practices to provide relevant and engaging professional development sessions.

Revised: December 18, 2023