

**RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT  
BOARD OF EDUCATION  
Oakland, New Jersey 07436**

**JOB DESCRIPTION**

**Title:** District Supervisor of School Counseling

**Organizational Relationship:** Evaluated by the Principals & District Directors

**Job Goal:** Provide leadership, coordination, and innovation in school counseling for students' college and career preparations.

**Major Responsibilities:**

**Student Learning Program Development -**

In collaboration with stakeholders, the supervisor develops, implements, and evaluates the district college and career preparation and school counseling programs. This includes developing comprehensive programs to support all students' achievement in high school and preparation for college and career (College fairs/visits, Open Houses, college application processes, Decision Days, GPA calculations, etc.) as required by state law and the district's missions, vision, and goals.

**Program Coordination -**

The supervisor oversees and coordinates the development of the high school master schedule, including continuously updating all materials and processes related to the school's master schedule in collaboration with district and building leadership teams. The supervisor oversees and coordinates PSAT administration.

**Personnel Management -**

The supervisor shares responsibility with the District Supervisor of Wellness and Specialized Programs to recruit, screen, recommend for hiring, and train for the assignments of School Counselors. The supervisor also supervises the school counseling department support staff and assigns duties as appropriate.

**Supervision and Evaluation -**

The supervisor oversees and evaluates School Counselors and support staff. This involves ensuring that counselors and support staff are meeting their performance expectations and providing appropriate support to all students' general and special education. The supervisor evaluates school counselors and support staff performance and makes

recommendations to Administration regarding department personnel consistent with Board policy and administrative regulations.

### **Professional Development -**

The supervisor keeps abreast of progress and new developments in the fields of school counseling, specifically related to high school graduation pathways and college and career counseling. The supervisor continuously monitors innovations in the field to ensure all School Counselors, teachers, and support staff are adequately trained to best support student success and district initiatives (i.e., Genesis and Naviance). The supervisor facilitates professional learning for department and district staff, including New Teacher Orientation, related to students' achievement in high school and preparation for college and career as required by state law and the district's mission, vision, and goals.

### **Communication and Collaboration -**

The supervisor establishes effective relationships with all stakeholders - students, parents, teachers, counselors, administrators, support staff, and members of the community - to ensure the school counseling needs of students are met, including reviewing letters of recommendation. The supervisor maintains communication with institutions of higher learning industry, and military service. The supervisor also attends and facilitates relevant school, district, and professional meetings, including APTS and PTSO.

### **Administrative Duties -**

The supervisor supervises the maintenance and updating of student records and reports to meet legal and state standards and guidelines. This includes:

- Ensuring student interim reports, report cards, transcripts, out-of-district student transcripts, transfer student transcripts, and other permanent records are evaluated and/or completed in a timely manner and made available to parents/guardians/caregivers
- Assisting district Supervisors and Administration in interpreting general grading and promotional policies, as well as determining Valedictorians and Salutatorians
- Serving as the district Portfolio Appeals Coordinator and Summer School Coordinator
- Maintaining an updated and accurate District Profile
- Coordinating NCAA requirements
- Collaborating with District Supervisors to ensure AP curricula are updated

Also, the supervisor advises Administration on the departmental budget and the assignment of students to counselors and counselors to other departmental duties.

### **Other Duties -**

The supervisor performs other duties that may be within the scope of employment and certificate(s) as may be assigned by Administration under the authority of the Board of Education.

**Qualifications:**

- A Master's Degree from an accredited college or university
- New Jersey Certification as School Counselor or related field
- New Jersey Supervisor or Principal Certificate or eligible for the same
- Minimum 5 years of successful teaching/counseling experience
- Such alternatives to the above qualification as the Board may find appropriate and acceptable

**Terms of Employment:**

Ten-, eleven-, or twelve-month contract year, in accordance with contractual arrangements as approved by the Board of Education.

BOE Approved: 11 March 2024