

## Job Description

**Job Title:** Guidance Director  
**Position Code:** 1E09 or AE09  
**Job Classification:** Exempt

**Supervisor:** Principal  
**Pay Grade:** 40  
**Contract Length:** 245 Days

### Job Summary

Position is responsible for providing leadership and managing the daily activities of school counseling.

### Essential Duties

1. Manages the daily activities of the school counseling at the assigned high school.
2. Assists the School Principal in ensuring that the school's policies and procedures related to school counseling meet state, federal, and division requirements.
3. Supervises and mentor's guidance counselors and assigned clerical staff in the day to day operation of the department and conducts regular meetings to disseminate information regarding current developments and practices in the field.
4. Provides leadership in the implementation of career guidance and counseling, and student academic planning; and supervises the school's educational and occupational programs.
5. Leads efforts to involve the home and family in the school counseling program.
6. Participates in curriculum development/revision and serves on the school's instructional support team, which analyzes data about student achievement and ensures proper placement/open curriculum access for students.
7. Coordinates student referrals with appropriate student services staff and community agencies.
8. Collaborates with central administration in implementing and interpreting program evaluation, the state testing program, and data processing procedures related to student scheduling and student records at the assigned school.
9. Serves as a resource to teachers and staff at the assigned school and develops/conducts in-service training regarding school counseling and the academic/social needs of students.
10. Provides overall coordination of special activities/events involving the school counseling department of the assigned school to include new student orientation programs, career fairs, financial aid workshops, parenting workshops, etc.
11. Assists the School Principal with monitoring and evaluating the school counseling program to ensure effective utilization of staff and resources; and recommends revisions and improvements as needed.
12. Serves as a liaison between the assigned school and community resource groups, feeder schools colleges, and universities regarding school counseling related activities.
13. Implements a comprehensive and efficient system for maintaining records of school counseling services and student records at the assigned school.
14. Prepares necessary statistics and reports related to the operation of the school's guidance department.
15. Monitors the appropriate use and care of supplies, materials, and equipment for the school's guidance department.
16. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Keeps abreast of the latest developments, techniques, and research in the profession.
2. Performs any other related duties as assigned by the School Principal or other appropriate administrators.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Master’s degree and be eligible for a Virginia License as a school guidance counselor. Must possess experience as a school guidance counselor to include some experience at the secondary school level. Must possess the ability to organize and lead a high school guidance department and guide/train staff in effective techniques and strategies. Must possess an in-depth knowledge of child development, group and individual counseling techniques, conflict resolution techniques, and community resources. Must possess excellent leadership, communication, problem solving, and interpersonal skills. Must possess the ability to establish and maintain effective working relationships with students, parents, and staff members.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, sit on the floor, climb stairs, walk and to reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned staff

**Supervision Received:** Principal

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Guidance Director will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_