GREATER NEW BEDFORD REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

TITLE: Director of Guidance / Pupil Personnel Services

REPORTS TO: Academic Principal

QUALIFICATIONS:

- Minimum of a Master’s Degree in Guidance and Counseling or related field from an accredited college or university
- Appropriate Supervisor/Director licensure by the Massachusetts Department of Elementary and Secondary Education (DESE)
- Minimum of 5 years of successful experience in the counseling / mental health field
- Comprehensive awareness and understanding of effective school guidance and counseling systems
- Excellent leadership and team-building skills
- Excellent communication and presentation skills
- Knowledge of and experience with Civil Rights laws and regulations (preferred)

WORK YEAR: 260 days (Full Year)

JOB GOALS:

- Coordinate, administer, and supervise all facets of a highly effective Guidance and Counseling/Pupil Personnel Services Program
- Strive to ensure that all GNB Voc-Tech graduates are college and/or career ready and possess the knowledge and skills that are needed to succeed in life after high school

PERFORMANCE RESPONSIBILITIES

GUIDANCE AND COUNSELING SERVICES:
1. Organizes, supervises, coordinates, and evaluates all aspects of the Guidance and Counseling/Pupil Personnel Services Programs.
2. Supervises and evaluates all counselors, adjustment counselors, school nurses, school psychologists, and secretarial staff assigned to the guidance office.
3. Maintains pupil cumulative records for the purpose of pupil inventory. Maintains follow-up records of graduates and early school leavers as the Keeper of the Records.
4. Participates in the selection of equipment and software for the department.
5. Participates in the recruiting, interviewing and screening of professional and non-professional personnel for the department.
6. Establishes and maintains contact with outside referral agencies, such as the Department of Mental Health, Massachusetts Rehabilitation commission, Division of Employment Security, and Department of Social Services.
7. Provides in-service training for staff members regarding pupil data and test interpretation services. Oversees the overall testing program and assists in the coordination and administration of such tests.
8. Coordinates the General Scholarship Program for graduating students.
9. Participates in planning of the guidance curriculum and the program of studies.
11. Makes recommendations to the Superintendent regarding present and future programs based on labor market information.
GUIDANCE AND COUNSELING SERVICES (CONTINUED):
12. Collaborates with other school personnel regarding student-scheduling procedures.
13. Implements a school-wide placement program.
14. Coordinates and supervises the exploratory evaluation program and is responsible for placing freshmen students after the exploratory experience.
15. Directs guidance/pupil personnel services for students including the identification, diagnosis, follow up and referral of students regarding attendance, mental health, learning disabilities, and substance abuse matters.
16. Monitors student records to insure that all information is current and conforms to State and Federal regulations.
17. Coordinates 504 programs and services.
18. Ensures that all students receive timely information regarding available scholarships, financial aid, and college/post secondary schools application information.
19. Supervises the preparation and distribution of all report cards
20. Prepares and administers the Guidance/Pupil Personnel Services Program budget.
21. Prepares reports as directed by the Principals or Superintendent-Director.
22. Serves as a referral agent to various community agencies/offices that provide specialized support to students and parents.

RECRUITMENT AND ADMISSIONS:
1. Oversees and supervises the entire student recruitment and admissions process.
2. Presents information about GNB Voc-Tech to sending school students and parents.
3. Conducts tours for district students and parents.
5. Supervises the interviewing of applicants.
6. Chairs the Admissions Committee to accept students based on Admission Policies and Procedures.

HEALTH SERVICES:
1. Maintains awareness of local, county, and state requirements and regulations affecting Health Services Programs.
2. Plans and implements the Health Services Program.
3. Works with the school nurses to establish and develop appropriate procedures for providing health services to students.
4. Oversees the maintenance of school health records.
5. Evaluates the school Nurses and the Health Services Program.

STATISTICAL INFORMATION:
1. Develops and maintains student information needed to prepare statistical reports to the Department of Education including free and reduced lunch information.
2. Remains current regarding DESE regulations.
3. Analyzes MCAS test results and works collaboratively with other school personnel as part of our Academic Support Programs.
4. Provides statistical information concerning admissions to the school administration and school committee.

ACADEMIC AND CVTE PROGRAMS:
1. Works with other school personnel to evaluate and make needed improvements to our remedial programs.
2. Works collaboratively with the Principals, Director of Curriculum and Instruction, Academic Department Heads, Cluster Coordinators, and Director of Special Services to support student learning and achievement.
3. Oversees out-of-school tutoring services.
4. Assists with the MCAS Test Administration.
PROFESSIONAL DEVELOPMENT:
1. Places a strong emphasis on high quality professional development and identifies professional growth opportunities for all Guidance and Pupil Personnel Services Program staff.
2. Maintains his/her own professional renewal through readings, visitations, conference attendance, university programs and professional organizations.
3. Conducts professional development workshops as appropriate.

PUBLIC RELATIONS:
1. Establishes and maintains effective communication with the public.
2. Involves the public in aspects and operations of the school that will enhance overall school effectiveness.
3. Maintains productive relationships with district community groups.
4. Communicates student progress to parents.
5. Cooperates with community groups and governmental agencies.
6. Maintains strong working relationships with school personnel from sending districts.

OTHER:
1. Participates in faculty meetings.
2. Assists with graduation activities.
3. Attends school committee meetings and appropriate subcommittee meetings.
4. Establishes a guidance and counseling advisory board and leads board meetings.
5. Performs other duties as assigned by the Principals or Superintendent Director.

EVALUATION:
The Academic Principal will evaluate performance of this position.