

HIGH SCHOOL GUIDANCE DIRECTOR

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Responsible for overseeing the guidance program at assigned high school that provides counseling, assessment, communication, human relations, safety, and support of a student or group of students.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(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.)

- Directs, implements, and manages a school based guidance program which provides direct services to students, staff, parents, and the community for a comprehensive high school;
- Coordinates and supervises guidance activities/programs/staff;
- Develops and provides services to students to assist them in meeting/achieving their educational, vocational and personal-social needs;
- Coordinates school staff in developing and facilitating appropriate support services, programs, and activities;
- Oversees school testing and the school Testing Coordinator;
- Provides additional services/support required by the Principal as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of child growth and development; knowledge of school policies and procedures; excellent oral and written communications and human relations skills is a must.

EDUCATION AND EXPERIENCE:

Master's degree from an approved counselor education program; three years as a successful guidance counselor.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; high level of intensive mental work required; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.