

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Coordinator of Guidance

REPORTS TO: Building Principal/Director of Special Services

QUALIFICATIONS: Certified in Pupil Personnel Services or Student Assistance
Coordinator

Ability to organize a complex department

Knowledge of policies and procedures of the school counseling
department

Ability to interface with parents, pupils, faculty and administrators

Required criminal background check and proof of US citizenship
or legal resident alien status

JOB GOALS: To provide curricular and organizational leadership for the area of
responsibility. Due to the nature of the work, the coordinator is
expected to devote time beyond the regular school day to accomplish
duties as outlined below:

PERFORMANCE RESPONSIBILITIES:

1. Demonstrates the attributes of a master counselor by modeling effective counseling techniques, by regularly pursuing opportunities for professional development, and by keeping current in the thinking and pedagogy in the field.
2. Maintain a positive, cooperative role in all professional interactions; assume responsibility in promoting a positive climate within the department.
3. Assist in assessment programs, including district counseling assessment.
4. Under the direction of the principal and district Director of Special Services:
 - prepare initial budget requests, initiate purchase orders, maintain running accounts, keep department abreast of updates in resource materials
 - supervise an orientation of new students
 - conduct P & C meetings regarding revisions in policies and update in procedures, e.g., grades and mid-marking period notices
 - monitor registration of new students
 - assist in monitoring student status with promotion and retention, and summer school
 - assist in approval and implementation of student course changes
5. Coordinate bedside instruction.
6. Represent department at building administrative meetings.

7. Contribute counseling information to the principal's newsletter.
Coordinator of Guidance (Continued)

8. Assist in balancing of class sizes.
9. Assist in planning of counseling evening programs; represent the department at evening programs; advertise programs to parents and students.
10. Meet with building and district administration to suggest and receive direction concerning the operation of the department and school.
11. Organize and conduct department meetings.
12. Assist in providing orientation and on-going assistance for new counselors.
13. Assist in coordination of secretarial responsibilities.
14. Provide, on request, assignments from the building or district administrator.
- *15. Organize Parent-Teacher conferences.
- *16. Oversee advisorship program.
17. Assist with supervision of student record system in the school.
18. Act as liaison with sending and receiving schools.
19. Develop the Master Schedule for the high school annually.

*These tasks are not performed at the high school level.

**This task is not performed at the middle school level.

6/94

Approved: 5/12/09

Revised: 9/24/09