

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Supervisor of Guidance and Medical Services

REPORTS TO: Executive Director of Pupil Personnel Services

SUPERVISES: School Counselors (Pre K-12th grade), District Nurses, and other professional staff and programs as directed by the Director of Pupil Personnel Services.

QUALIFICATIONS: Principal's Certificate, Supervisor Certificate, or Director of School Counseling Services Certificate

JOB GOALS: Directs, supervises, and evaluates Student Personnel Services and Programs throughout the district.

PERFORMANCE RESPONSIBILITIES:

1. Implements enhancements of guidance program Pre-K through 12 and a standardized accountability for all school based guidance counselors.
2. Creates a formalized program/plan with elementary guidance counselors to case manage and support struggling and at risk students through I&RS.
3. Creates an implements district wide Response To Intervention (RTI) plan to support struggling and at risk students in every school.
4. Standardizes and enhances 504 paperwork and procedures throughout the district.
5. Works with building principals and the Executive Director of Pupil Personnel to continue, complete, and implement recommendations from the district's School Culture and Climate Initiative through the United Way's Youth Empowerment Alliance.
6. Assists building principals and the Executive Director of Student Pupil Personnel Services in the employment and dismissal, scheduling, and assignment of counselors, nurses, and other staff members of pupil personnel services
7. Implements stronger program standardization and enhancements in HIB reporting thorough HIBSTER computer software utilization and staff training.
8. Completes duties and supervision of personnel as directed by the Executive Director of Pupil Personnel Services and Building Principals.
9. Assists building principals and the Executive Director of Student Pupil Personnel Services in the employment, dismissal, scheduling, and assignment of pupil personnel staff.
10. Creates a more efficient deployment and evaluation of medical staff.
11. Develops, monitors, and enhances in-service activities within the program area of responsibility
12. Confers with individual pupil personnel services staff members, as needed, to improve their job performance and to assure compliance with departmental guidelines.

13. Coordinates and enhances articulation with the counseling staff and special education staff throughout the district.
14. Interviews and recommends staff members to the Executive Director of Pupil Personnel Services and Building Principal.
15. Assists with the coordination and compliance with Education for Homeless Children
16. Assists with the coordination and compliance of all HIPPA and FERPA laws.
17. Conducts ongoing public relations program.
18. Makes appropriate budget recommendations to the Director of Pupil Personnel Services and Building Principal.
19. Performs other duties as may be assigned by the Director of Pupil Personnel Services.

Board Approved: 7/24/14