

# **WARREN COUNTY PUBLIC SCHOOLS**

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

## **Director of School Counseling Position Description**

**LOCATION:** Division High Schools

**JOB CATEGORY:** Professional

**PAY GRADE:** Grades 1-5

**FSLA:** Exempt

**IMMEDIATE SUPERVISOR:** Principal

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

To assist in implementing the school mission by coordinating and directing the services and responsibilities of the high school guidance department and by providing departmental leadership and supervision.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Coordinate activities of other counselors and guidance support staff.
- Coordinate activities of the student assistance counselor in cooperation with the principal and director of student support services.
- Supervise the mentoring of new guidance counselors.
- Serve as the school site coordinator for all testing programs (SOL, AP, PSAT, SAT, ACT, and WIDA)
- Coordinate College Night activities and other community programs with assistance of other counselors.
- Work with school administration and others to assist with the Child Study Committee processes.
- Coordinate all Dual-enrollment activities in conjunction with community colleges and universities.
- Assist school administration with interviewing candidates for counselor vacancies.
- Communicate the school counseling program to staff, parents, community agencies, and other individuals who are referral resources.
- Coordinate the student registration process.
- Assure that requirements for students' graduation have

been met as required by the Virginia Board of Education and the Warren County School Board.

- Assure that student and department records are maintained in a professional, efficient, and confidential manner.
- Assure that a systematic procedure is in place so that all students are made aware of opportunities for scholarships, awards, and special programs.
- Supervise the management and transfer of student records.
- Assist the principal in developing and managing the school counseling department budget.
- Assist the student support specialist with truancy prevention and intervention strategies.
- Assist the school principal and other staff to develop the master schedule.
- Coordinate career guidance activities with other counselors, staff, and community members.
- Coordinate the activities of professional and support staff within the school counseling department.
- Participate in various selections committees.
- Other duties as may be assigned through the immediate supervisor.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the educational process, secondary and special education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching and counseling of secondary students; thorough knowledge of school division rules, regulations and procedures; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with staff, students and parents.

### **EDUCATION AND EXPERIENCE**

Candidate must be a graduate of an accredited college or university and possess or be eligible to acquire appropriate license(s) and/or endorsement(s) for position as required by the Commonwealth of Virginia and School Board.

### **SPECIAL REQUIREMENTS**

Must have demonstrated the professional and personal characteristics necessary for working effectively with students, parents, school personnel, and members of the community.

Candidate must possess good moral character and is expected to be a role model, in and out of the school.

### **PHYSICAL DEMANDS/REQUIREMENTS**

Duties performed typically in school settings to include: classrooms, gymnasium, cafeteria; auditorium; and recreational areas. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required.

Other limited physical activities may be required. Occasional travel with students on field trips may be necessary. 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; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular instruction to special needs children may be necessary. Daily personal and close contact with children to provide classroom management and learning environment support is required. Regular contact with staff members, administration, and parents is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

### **EVALUATION**

The Building Principal will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.