

DEPARTMENT HEAD (COUNSELING)

JOB GOAL:

In an advisory capacity to the administration and liaison with the teaching staff, use available resources to assure communication, articulation and coordination of curriculum and supplies resulting in a maximum educational experience for students.

SUPERVISOR:

Principal

PERFORMANCE RESPONSIBILITIES AND DUTIES

In conjunction with appropriate administrator(s), assist in the following:

Establishment of curriculum objectives.

Development of plans for implementation.

Development of program evaluation procedures assuring achievement of the curriculum objectives.

Conduct departmental meetings, attend relevant school, district and professional meetings and keep department members and appropriate administrators informed.

Assist the department in evaluating present course offerings and recommend changes as needed.

Involvement in articulation of the department's curriculum with feeder schools and the community college.

Participate in the evaluation of textbooks, other books and reference material and recommend changes to the administration and librarian as needed.

Provide departmental input for the development of the master schedule.

Coordinate departmental field trips with the building administration.

Assure compliance with District Policy at the department level.

Represent department at curriculum council meetings.

Develop and organize a systematic plan for public information for department, utilizing community resources.

Give assistance to teachers resolving instructional problems and serve as a resource on departmental questions.

Give input for staff development and keep informed on educational innovations and trends.

Assist when possible in the recruitment and screening process of departmental personnel.

Meet with other department heads to promote interdisciplinary programs.

Maintain an inventory of department equipment, books, and materials.

In cooperation with the department and principal, set and measure goals for the departments represented.

Coordinate the development and implementation of the department's budget.

REQUIRED QUALIFICATIONS

Possess a valid California public school Pupil Personnel Services Credential

Demonstrated successful counselor experience in a multi-cultural setting

Demonstrated successful leadership skills.

DESIRED QUALIFICATIONS

Be tenured in the District.

3/30/82

Required Qualifications updated 4/1/16