

GUIDANCE DEPARTMENT CHAIR

GENERAL RESPONSIBILITIES

Provide the leadership for the implementation of a comprehensive school based counseling program designed to support instruction and student achievement. Responsible for the coordination, supervision, and management of the school counseling program as well as the school guidance counselor responsibilities.

ESSENTIAL 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.)

- Develop an effective school counseling program that supports the school's mission and instructional program as mandated by school board policy and the Office of Guidance Services and Student Records.
- Coordinate the implementation of a comprehensive school counseling program that promotes the academic, career, and personal/social development of all students.
- Keep the administration and director of guidance services apprised of the progress of the department and any problems encountered.
- Establish and maintain an effective work climate within the school counseling department and school community.
- Promote innovative counseling practices by encouraging implementation of new procedures and demonstrating those that are found to be effective.
- Prepare or supervise the preparation of reports, records, lists, and all other required information and data.
- Supervise guidance staff and delegates assignments.
- Orient new counselors.
- Review school data frequently to ensure that the school counseling program is meeting the academic, career, and personal/social development of all students.
- Coordinate course and summer registration period.
- Explain and interpret division-wide policies, goals and objectives to students, parents, and the community that impact student's academic achievement and the school counseling program.
- Plan, organize, and direct implementation of all school counseling activities.
- Supervise and evaluate all school counseling activities and programs.
- Review all outgoing correspondence from school counseling department.
- Work closely with school administration and master scheduler, as it relates to student scheduling.
- Work collaboratively with other department chairs.
- Serve with parents, faculty, and other student groups, as requested, in advancing educational and related activities and objectives.
- Assist in the collaborative evaluation of school counselor performance.

- Assist in the in the selection of school counselors for the department.
- Disseminate information to school counselors in department.
- Share information with other school personnel as appropriate.
- Facilitate department meetings.
- Provide in-services for instructional staff.
- Ensure that building has a Guidance Advisory Committee.
- Maintain confidentiality in personnel matters.
- Encourage teacher/parent communication and community involvement.
- Meet and confer with students, parents, faculty and staff.
- Provides services to students in the area of academic, personal/social and career development.
- Counsels students individually and in small groups.
- Conducts classroom guidance activities.
- Adhere to deadlines.
- Attend division-wide guidance department chair meetings.
- Submit monthly time and task reports to director of guidance services.
- Maintain a variety of files and departmental library of supplementary and reference materials.
- Serve as the official representative for the department.
- Perform related work as required.

Additional Duties for High School Guidance Department Chair Only

- Designate a scholarship chair to coordinate and promote scholarships;
- Encourage department to attend counselor-related division/school activities (Graduation, College Night).

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of current trends and best practices for providing a comprehensive school counseling program at the secondary level; knowledge of counseling theories and skills, group dynamics and small group processes, as well as, the ASCA Model; the ability to provide leadership in the administration and supervision of a school counseling department; ability to motivate others to reach their fullest potential; ability to establish and maintain effective working relationships with school officials, parents, students, teachers, support staff and associates; excellent oral and written communication skills; expertise with internet and computer programs.

EDUCATION AND EXPERIENCE

Master’s Degree from an approved school counselor education program; or endorsement in school counseling with Virginia certification in school counseling; and two or more years of experience as a high school counselor or one or more years as a high school counselor and one or more years experience as a middle or elementary school counselor.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.

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

SPECIAL REQUIREMENTS

Possession of a valid driver’s license.

FLSA status: Exempt	Description: Dev. 4/08, 3/09
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