Job Title:	Director of Guidance and Counseling	**Wage/Hour Status:**	Exempt-226 day
Reports To:	Area Superintendent of Student Services and Support	**Pay Grade:**	Professional Pay Grade 6
Dept. /School:	Student Services/Admin.	**Date Revised:**	August 23, 2011

Primary Purpose:

Plan, develop, coordinate, train and provide leadership to the district guidance and counseling and Safe and Drug Free Schools program in relation to the needs of the students being served.

Qualifications:

Education/Certification:
Master's degree
TEA Guidance/Counseling Certification

Special Knowledge/Skills:
Strong organizational, communication and interpersonal skills

Experience:
Minimum of three years of successful public school counseling

Major Responsibilities and Duties:

1. Write, implement, coordinate, and monitor the district's curriculum for counseling; provide district-wide staff development for counselors and campus sites as needed; and be a part of the assessment process for the district counseling department.
2. Provide leadership and coordination to scholarship programs and high school course catalogue development. Serve as district liaison for dual enrollment programs, coordinator of campus college night, and district representative to community social service agencies.
3. Provide leadership, management, technical assistance and vision to campus personnel including: teachers, principals, and support personnel, central administration and district-level committees.
4. Provide leadership, management, and coordination to the District's Title IV Safe and Drug Free Schools and Communities programs.
5. Assure the enforcement of federal and state laws, local Board of Trustee's policies, grant specifications, and personnel qualifications and certifications.
6. Promote communication with parents and others in the community concerning the mission of the district and the accompanying products and services; participate in and support community collaborative's and activities; and provide educational outreach into the community.
7. Manage budgets and maintain accurate records for accountability and audit purposes.

8. Assist in the recruitment, interviewing, selection, and appraisal of guidance and counseling personnel.
9. Provide support and services to parents, community members, district and campus staff members, and students in problem solving.
10. Support the selection and acquisition of instructional software and hardware; provide and attend training; integrate technology appropriately into the counseling environment.
11. Make student-centered decisions and enhance student productivity.
12. Complete other duties as assigned.
13. Provide coordination, support, and services to counselor interns in the district.
14. Provide leadership and coordination to campus personnel related to student support teams and section 504 of the Rehabilitation Act of 1973.
15. Provide coordination and support to district and campus staff related to the identification of at-risk students.
16. Provide management, leadership and coordination to high school campus administration for the district's College and Career Day of testing each year in October

Supervisory Responsibilities:

Direct and monitor the activities of Safe & Drug Free Student Support Counselors.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Frequent district wide travel.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.