

Killeen Independent School District Job Description

Job Title: Director for Guidance Services
Reports To: Assistant Superintendent for Curriculum and Instruction
FLSA Status: Exempt

SUMMARY

Provides leadership in planning, organizing, developing, implementing, coordinating, and evaluating the guidance and counseling program; serve as a consultant to principals, teachers, parents, other KISD administrators, and personnel of community agencies so that a well-rounded unified program of education will be made available to all students.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Serves as a consultant for all counselors in the district.

Coordinates the counseling and guidance program K-12.

Leads counselors in redefining the mission and role of counselors.

Assists counselors in planning and implementing career awareness activities for students in grades PK-12.

Assists counselors in the development of personalized educational and career plans for students. (graduation requirements, college entrance exams, scholarships, financial aid)

Supervises graduate follow-up studies and make those reports available.

Forms and leads a district wide Advisory Committee for guidance and counseling.

Monitors the formation of Guidance Committee on each campus and monitor so that each committee has a district common goal with modifications for age level of students.

Works with counselors in understanding the district goals and how important their roles are in supporting those goals.

Works with administrators and staff in focusing on a vision of school improvement with emphasis on the role of a comprehensive guidance and counseling program in such improvement.

Keeps principals informed of all information shared with counselors.

Keeps parents and community abreast of latest information regarding best practices in the field of guidance and counseling, course offerings, graduation plans, etc.

Utilizes the media to articulate the district's guidance philosophy and implementation strategies.

Provides appropriate staff development for counselors.

Collaborates with counselors to plan and conduct for teacher's professional development credit workshops and inservices related to counseling, communicating with students, conflict resolution, and building good teacher-student relationships.

Establishes and maintains a central resource material center for counselors and parents.

Works with administrators and staff as a resource person in the development of a crisis management plan.

Participates with the office of Curriculum & Instruction in the development and publication of the high school course selection guide.

Coordinates with Ft. Hood for the training and support for Camp 2010, and other projects as needed.

Works with Testing and Research in the training of teachers and the testing of students for ACT/SAT.

Works with district's Pathways program, including the pregnant student program.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Assists principal in supervising campus counselors. Carries out supervisory in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning and assigning, and directing work; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Master's degree required; three years of public school counseling experience, preferred and three years of school district leadership experience, preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Counselor's Certificate, required; Principal Certificate, preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before administrators, staff, public agencies and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate. Individual is expected to spend time in all school environments on at least limited bases and have some interaction with students of all ages. Work schedule extends to evening and weekends, frequently.

Revised Date: October 30, 2018

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