

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: Guidance Department Head 7-12

REPORTS TO: Building Administrator

JOB GOAL: To coordinate the work of the Guidance department, for improving the quality of instruction, and encouraging the professional growth and development of the staff.

QUALIFICATIONS:

1. Five years of successful teaching experience appropriate to the position
2. Evidence of leadership skills and initiative
3. Master's degree
4. Knowledge and ability in assessment, curriculum development and postsecondary planning, with strong organizational skills
5. History of active participation in the professional realm

PERFORMANCE RESPONSIBILITIES:

- Consults in the annual review and development of the Guidance Department budget
- Serves as a liaison between department members and school administration and appropriate coordinators specific to curriculum and instruction
- Supports the vision and mission of the school and ensures departmental procedures and practices remain consistent with that vision
- Participates in interviewing and selection of new school counselors/staff in the department
- Facilitates regular department meetings and represents department at various committees/open house or parent nights
- Coordinates selection and inventory of assessment materials
- Assists in the coordination and delivery of professional development
- Supports and mentors new department counselors
- Participates in the planning of school staff initiatives and assumes a positive role in executing initiatives within the district
- Provides leadership in the utilization of data to inform instruction
- Keeps informed of new trends and programs in the field of School Counseling and proposes changes to program of studies as needed

- Leads the department in writing/mapping the Guidance curriculum, understanding content standards and assessment development
- Ensures guidance curriculum is aligned to the Maine Learning Results and lead to proficiency based learning
- Keeps department informed of student growth opportunities, potential professional development offerings, assessment schedules and other relevant updates
- Oversight of the college planning/career readiness programs and procedures
- Develops a budget for the department and oversees expenditures
- Adjusts master schedules for grades 7-12
- Oversight of scholarship process
- Supervises and evaluates department secretaries and educational technician
- Performs all other appropriate duties as assigned

TERMS OF EMPLOYMENT:

Administrative Stipend Position, hours and work schedule may necessitate additional hours beyond the school year to fulfill departmental duties

EVALUATION:

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

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.

Approved by: _____
Superintendent of Schools

Date: _____