

JOB DESCRIPTION

TRENTON
BOARD OF EDUCATION
SUPERVISORS
Supervisor of Guidance and Assessment

JOB TITLE: SUPERVISOR OF GUIDANCE AND ASSESSMENT

REPORTS TO: Special Assistant for Performance and Accountability

SUPERVISES: Counselors and other designated staff

NATURE AND SCOPE OF JOB:

Provides leadership, coordination, management and innovation for comprehensive guidance and counseling programs in the schools (PreK – 12) and integrates these services with the total school program. Provides leadership, coordination, management and implementation of all assessment programs in the District.

QUALIFICATIONS:

The Supervisor of Guidance and Assessment shall:

1. Hold a New Jersey certificate in supervision and/or administration
2. Hold a New Jersey certificate for School Counselor or Student Personnel
3. Hold a Master's Degree (preferably in Education) from an accredited college or university
4. Have a minimum of five years counseling or administrative experience in a school district
5. Demonstrated background and experience in assessment including Partnerships for Assessment of Readiness for College and Careers (PARCC)
6. Hold and maintain a valid driver's license with no serious violations
7. Demonstrate excellent organization skills
8. Demonstrate the ability to motivate people
9. Have excellent integrity and demonstrate good moral character and initiative
10. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community
11. Demonstrate the ability to communicate effectively in English both orally and in writing, including Standard English usage, grammar and vocabulary
12. Demonstrate the ability to use technology for word processing, data management, presentations and telecommunications
13. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986
14. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education in accordance with N.J.A.C. 18A:6-7.1
15. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation in accordance with N.J.A.C. 6:3-4A.4
16. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4
17. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

EMPLOYMENT TERMS:

The Supervisor of Guidance and Assessment shall be employed under the following terms:

1. Work year of twelve months
2. Salary, benefits and leave time as specified in the TASA Collective Bargaining Agreement
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Supervisor of Guidance and Assessment shall:

1. Serve as the liaison for the Tiered System of Support, Intervention and Referral Services and Response to Intervention.
2. Serve as the direct supervisor of guidance and student assistance counselors in collaboration with building administrators
3. Serve as the district's custodian of student records
4. Provide technical assistance as needed for school level scheduling
5. Serve as the liaison to school and community-based services related to drug and alcohol abuse
6. Maintain communications with offices and agencies that provide specialized help to students and parents
7. Design, implement and evaluate the District's guidance and counseling program
8. Implement, organize and oversee counselor meetings
9. Organize and present professional development activities for school counseling staff
10. Maintain Guidance/Counseling link on the District's website
11. Maintain own knowledge of the instructional and extracurricular programs of the District and utilize this information in working with staff, students, parents and others to enable students to obtain maximum benefit from their school experience
12. Identify and address needs of special populations through special guidance programs and other activities (i.e. at-risk youth, transitioning students, etc.)
13. Oversee the implementation of state law and regulations, Board policies and school procedures in the Guidance Department
14. Oversee all aspects of the New Jersey State standardized testing schedule
15. Coordinate the District's assessment calendar with principals, supervisors and other staff
16. Prepare and provide assessment information and/or data as required
17. Develop, implement and maintain a District and a school-level database for collecting, organizing, analyzing and reporting disaggregated student testing and other data required by local, state and federal programs
18. Consult with parents and/or students experiencing difficulties or with concerns
19. Represent the District at community and school functions
20. Perform other related duties as determined by the Special Assistant for Performance and Accountability.

EVALUATION

The Supervisor for Guidance and Assessment shall be evaluated in accordance with Board of Education Policy.