

DIRECTOR GUIDANCE SERVICES

GENERAL RESPONSIBILITIES

The position is responsible for coordinating the delivery of a comprehensive guidance and counseling program for K-12 students in Virginia Beach City Public Schools; providing leadership in the application and interpretation of graduation requirements and responsibilities for the on time graduation report and early scholars program; providing support to schools in the management of records for students currently enrolled and managing the division's inactive student records. The positions is also responsible for ensuring the consistent implementation of Section 504 for students under the Americans with Disabilities Act (ADA), compliance with the Interstate Military Compact, providing oversight for Virtual Virginia and components of College Board initiatives and the Advancement Via Individual Determination (AVID) program.

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.)

- Formulate goals consistent with the school division's philosophy and policies.
- Design, coordinate, implement and monitor a comprehensive guidance program for grades K-12.
- Provide leadership in developing appropriate comprehensive counseling and guidance program activities.
- Coordinate, monitor and evaluate activities of a comprehensive program as a part of the total school program.
- Interpret to schools the objectives of the school division's comprehensive guidance program and the procedures for utilizing guidance services.
- Select and supervise staff and assist in the selection of counselors K-12 and participate in evaluations as appropriate.
- Monitor the implementation of school guidance programs and confer with staff to provide feedback for essential program improvements.
- Evaluate and select instructional materials and equipment to support the guidance program
- Collect data that include program objectives and activities for an annual report.
- Establish a systematic approach for making the guidance programs viable at all levels.
- Plan and administer in-service training programs and workshops for counselors and facilitate continuous program development and improvement.
- Develop and manage an operating budget for the unit and schools.
- Interpret the guidance program to the Board, staff and community.
- Conduct regularly scheduled departmental meetings with staff.
- Supervise the evaluation of the guidance program.

- Establish procedures for archiving and management of records for current and former students.
- Interpret the Federal Educational Rights and Privacy Act (FERPA) requirements to schools regarding the management of student records and disclosures.
- Assist schools with responding to subpoena requests for student records.
- Work collaboratively with the Virginia Beach City Records Management Office, The Library of Virginia, and federal agencies responsible for oversight of records management.
- Supervise the processing of transcript requests for former students.
- Plan trainings workshops for school personnel in records management and maintenance.
- Provide oversight with Section 504 /ADA grievance procedures with the Office of Civil Rights.
- Serve as a resource to division administrators, building level teams, and community members regarding Section 504/ADA issues and implementation of the Section 504 procedures for students.
- Respond to administrative/legal/compliance queries from parents and other internal and external clients.
- Monitor the application of the Interstate Military Compact; respond to concerns regarding interpretation and implementation.
- Oversee division centralized Advanced Placement testing program and coordinate administration of PSAT and AP Testing.
- Serve as the division contact for the College Board
- Oversee the implementation and coordination of the AVID program to include the supervision of staff assigned to the program and the budget.
- Coordinate Virtual Virginia registration process and act as the division contact.
- Maintain liaison with the Virginia Department of Education, institutions of higher education, community service agencies, business, and the government.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of VBCPS instructional programs and of guidance and counseling policies, procedures, services, program design, delivery and management models and processes; thorough knowledge of developmental needs of students, including ethnic or linguistic minorities; knowledge of Section 504 legislation, policies and procedures as it relates to educational services to students; knowledge of career and technical education and college planning. Must have the ability to lead and motivate staff, use computer and other technology and set Guidance Services priorities. Must be skilled in staff and program supervision and adult training techniques and possess excellent human relations skills with the ability to establish good relationships with a diverse population of individuals and groups; excellent oral and written communication skills with the ability to speak effectively



to both large and small groups and excellent organizational skills. Demonstrate leadership in assessing student needs; planning, developing and implementing programs; evaluating program effectiveness; and in planning and conducting staff training, educational program and policy development.

EDUCATION AND EXPERIENCE

Master’s Degree in guidance and counseling with a School Counselor preK-12 and Administration and supervision preK-12 endorsements, required. A Doctorate degree is preferred. Full-time experience as a teacher or experience in school guidance and counseling required. Administrative and/or supervisory experience preferred.
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 Rev: 08/11
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