



COORDINATOR, GUIDANCE

GENERAL RESPONSIBILITIES

Under the direction of the Executive Director, Student Support Services, the coordinator is responsible for providing leadership, alignment, coordination, and delivery in the development and improvement of the comprehensive K-12 school counseling program for the school division. The position ensures that resources are available for counselor and student use; provides necessary staff development for the implementation of the assigned counseling program; provides assistance regarding graduation requirements; formulates and interprets policies and procedures and ensures compliance with state and federal regulations.

ESSENTIAL FUNCTIONS

(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.)

- Serve as point person for division-wide initiatives, as assigned.
- Develop and maintain a list of basic and supplementary counseling instructional materials including, but not limited to curriculum guides, parent/student documents, evaluation instruments, manuals, and forms.
- Provide direction in the selection of resource books and other counseling instructional materials and equipment for the counseling program.
- Collect, analyze, and report outcome-oriented data related to the effectiveness of school counseling.
- Develop short and long-term goals for the comprehensive school counseling program with an emphasis on K-12 alignment and articulation.
- Support and work collaboratively with principals and counselors to effect horizontal and vertical continuity and articulation of the comprehensive school counseling program throughout the division.
- Provide ongoing counseling instructional support and classroom management assistance for counselors.
- Observe counselors as requested by building administrators and provide immediate feedback on their progress.
- Plan and coordinate monthly counselor meetings and training programs dealing with new counseling procedures, instructional materials, equipment, and counseling aids.
- Develop, plan and/or conduct orientation and professional development activities for counselors regarding division-wide initiatives, new counseling procedures, counseling materials, equipment, and counseling aids.
- Work collaboratively with staff members of Teaching and Learning and other departments, as assigned.
- Serve as foreign transcript liaison for division.
- Serve as the division liaison to the NCAA Initial Eligibility Clearinghouse.
- Coordinates On-Time Graduation Reports for the division.
- Assist with interviewing and recommending qualified candidates for school counselor positions and intern placement.
- Organize College Night.
- Coordinate division scholarships and oversee scholarship chairs at the high schools.
- Update and maintain the program's Web and SharePoint sites.
- Serve on a variety of local and state committees, representing the school division in educational projects and initiatives.
- Perform related work, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Must possess a thorough knowledge of the principles and practices; of school counseling curriculum, school counseling instruction, and data collection; comprehensive knowledge of the area of specialty, including federal and state mandates, school procedures, and regulations relating to enrollment, attendance, promotion, graduation, and FERPA; knowledge and effective skills in resource book selection, curriculum development, and budget development. Must have the ability to analyze information and evaluate results to choose the best solution and solve problems; ability to guide and train counselors in effective counseling techniques and strategies; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with school administrators, counselors, staff, community agencies, and the public.



EDUCATION AND EXPERIENCE

Required: Master’s Degree in counselor education, five (5) years of school counseling experience, and Certification in Administration and Supervision PreK-12, Central Office Only or Administration and Supervision PreK-12.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, stooping, crouching, and driving. Ability to lift up to 20 pounds frequently Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid Virginia Driver's License.

Regular and reliable attendance is an essential function of this position.