



West Windsor-Plainsboro Regional School District JOB DESCRIPTION

Job Title: Director of Counseling
Department: Pupil Services
Reports To: Deputy Superintendent of Schools
Salary Guide: West Windsor-Plainsboro Administrators Association (WWPAA)
GAAP: 11-000-218-104-23-000-0-20
Prepared Date: May 23, 2023

Position Summary: The Director of Counseling, either directly or through the proper delegation of authority, provides leadership in the planning, development, coordination, and evaluation of the counseling department and related district-wide programs and services.

Qualifications: Master's degree or higher and administrative experience preferred with extensive knowledge of counseling services, resources and state of the art practice. Possession of or eligibility for a valid NJ Director of Student Personnel Services certificate and successful experience in counseling services preferred.

Essential Duties: The Director of Counseling has the duties and responsibilities commonly associated with this position, including (but not limited to) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the West Windsor-Plainsboro Regional School District, and the terms of the contract with the West Windsor-Plainsboro Education Association, with all of which he/she is expected to be familiar.

Position Objective: To ensure that the K-12 Counseling program is well-developed, aligned with the standards, proficiencies and district objectives, clearly articulated, and consistently carried out.

Counseling Department

- Provides leadership in the planning, development, implementation, and evaluation of the district's comprehensive counseling assistance programs.
- Directs personnel engaged in assisting students in achieving personal fulfillment by providing them with guidance and counseling services enabling them to make successful personal, educational and occupational life plans.
- Provide direct oversight to the University Behavioral Health Care (UBHC) partnership and make recommendations regarding student mental health concerns.
- Maintains confidentiality for student and staff mental health and medical concerns.

- Based on knowledge of research, current practice, national and state initiatives, student outcomes and program evaluation, develops short and long range plans for maintaining and improving guidance programs.
- Supervises and is responsible for the development of the scope and sequence of courses, and special programs and related activities to meet district goals, standards and proficiencies and the needs of students in guidance assistance.
- Updates the high school profile and program of studies annually.
- Oversees the development of the master schedule for the high school, middle school, and elementary school programs.
- Supervises and is responsible for the writing of programs and curriculum based on research and student needs, including program objectives, course proficiencies, scope and sequence, instructional activities, methods of student assessment and standards of achievement in guidance assistance.
- Plans, organizes, implements and evaluates staff development activities in curriculum content, curriculum articulation, assessment and evaluation in guidance assistance.
- Supervises the vertical and horizontal articulation and implementation guidance programs among classes, schools, and grades to ensure reasonable uniformity of district policies and procedures, curriculum content, materials, counseling techniques and strategies, and student outcomes in guidance assistance.
- Through lead counselors and guidance staff, monitor the assessment of student achievement; assists in the administration and interpretation of tests; collects, analyzes and evaluates programs data as a basis for program revision and improvement in guidance assistance.
- Accepts primary responsibility for assuring that state and federal mandates and district policies and regulations affecting guidance programs are carried out.
- Assists in interpreting guidance programs and initiatives to parents, students, staff and the board of education; arranges and provides information programs for the board of education and the community.
- Coordinates the evening guidance programs.
- Serves as a resource to staff, parents and students who are seeking professional services outside the educational system.
- Through substance abuse counselor(s), coordinate educational programs to staff and parents regarding prevention, identification and treatment of substance abuse.
- Serves as primary evaluator for lead counselors, guidance counselors, and non-certificated staff.
- Develops implements and maintains databases, records, inventories and reports necessary for the efficient operation of district guidance programs.
- Prepares and documents budget recommendations necessary for support of district counseling programs.
- Maintains the E-Guidance lists.
- Updates the school district traumatic loss plan and coordinates with mental health partners for proactive educational programming.
- Serve as coordinator for social and emotional learning (SEL) initiatives.

Relationship to the Building and District Administration

- Provides direct assistance to principals, teachers and counseling personnel in the implementation of programs; develops, maintains and disseminates resource materials which support counseling programs; encourages staff through the use of demonstrations, simulations, educational materials, in-class assistance and mentoring to implement new strategies in counseling assistance.
- Works cooperatively with content area supervisors, special services, and other administrators to provide for articulation across program and curriculum and areas and to improve the educational opportunities and support services for all students.
- Works closely with principals, supervisors, other administrators and staff in identifying and monitoring students at risk; and to develop strategies to achieve corrective behavior and/or improved performance.
- With the assistance of the athletic director, district supervisors and counseling department staff, assists students in their efforts to receive scholarship consideration.
- Updates and submits NCAA Clearinghouse eligibility.
- Determines assignment and scheduling of department personnel in consultation with buildings principals, recruits, screens, interview candidates or department positions and recommends final selections to the Assistant Superintendent of Pupil Personnel Services.

Additional Responsibilities:

- Serves as a member of the district crisis committee.
- Serves as the district's 504 and TSS/I&RS/RTI Coordinator.
- Serves as the district HIB Coordinator.
- Performs such other tasks and assumes such other responsibilities as the Assistant Superintendent for Pupil Services, from time to time, may assign or delegate.

TECHNOLOGY SKILLS

Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, IEP software program, Genesis Employee Portal and Student Information System.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy for the Evaluation of Administrative Personnel.

PHYSICAL DEMANDS

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

TERMS OF EMPLOYMENT

12 Month Contract. Salary and benefits as determined by the WWPAA negotiated contract.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 5/24/2023

Certified by: 
Director of Human Resources