Director of Guidance

TITLE: Director of Guidance

QUALIFICATIONS: Guidance Counselor, strong organizational and communication skills

REPORTS TO: The Principal

SUPERVISES: NA

JOB GOAL: To coordinate the work of the department in furtherance of district and school goals and needs of the students.

PROFESSIONAL RESPONSIBILITIES:

To prepare and oversee the department's budget and spending.

To attend regular department chair meetings.

To coordinate the delivery of Guidance services in order to meet the needs of students, consistent with district policies and school rules and practices.

To communicate with the Principal about issues of interest concerning the department.

To coordinate the work of the department connected to school events such as recognition evenings, open houses, parent meetings, and other events.

To communicate with parents on a regular basis concerning the work of the department.

To cork cooperatively with other colleagues in other departments.

Other tasks as assigned by the Principal.

TERMS OF EMPLOYMENT: Twelve months per year with the compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. The Principal or Assistant Principal will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

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