

FAIRFIELD PUBLIC SCHOOLS

Fairfield, Connecticut

- I. JOB TITLE: HIGH SCHOOL DIRECTOR OF PUPIL SERVICES AND SCHOOL COUNSELING
- II. CERTIFICATION/QUALIFICATIONS: Certified or eligible for certification as an Intermediate Administrator or Supervisor and also as a Guidance Counselor and/or in a related Pupil Personnel field. Prefer minimum of five years of successful secondary school experience; may include prior teaching, pupil personnel work, scheduling, or administrative responsibilities.
- III. WORK YEAR: 12 months (225 days)
- IV. REPORTS TO: Headmaster
- V. JOB GOALS:
1. Provides direct leadership for High School Guidance and Counseling Department.
 2. Coordinates a comprehensive guidance, counseling and pupil services program for grades 9 - 12.
 3. Assists the Headmaster in adapting the school's program, services and procedures to the varied needs and interests of all students in a comprehensive high school.
 4. Fosters continual professional growth of counseling and pupil service staff by providing opportunities and encouragement.
 5. Coordinates all activities for student record keeping of high school students, withdrawals and graduates.
- VI. MAJOR RESPONSIBILITIES:
1. Coordinates guidance and counseling programs/services within the high school.
 2. Coordinates psychological and social work services within the high school.
 3. Monitors mental health and counseling services, which may include universal screening tools, crisis team response, anonymous online reporting system, intensive support programs and school climate initiatives.
 4. Meets regularly with school administrative team.

5. Coordinates work/study and career education programs.
 - a. Develops and supports College and Career Center initiatives.
 - b. Supervises College and Career Center staff.
 - c. Oversees visits of college and employment representatives.
 - d. Helps organize college fairs.
 - e. Oversees job shadowing and internship programs.
6. Develops and maintains Master Schedule.
7. Supervises personnel in the high school as it relates to data entry, student schedules and grade reporting.
 - a. Serves as building liaison with information technology department.
 - b. Serves as liaison with school counselor and curriculum personnel in areas relating to computer scheduling.
8. Takes responsibility for the maintenance of all student files and records for a period of five years at the school and then subsequently transfers to Central Office files for permanent storage.
 - a. Registration responsibility.
 - b. Student transcript responsibility.
9. Supervises and evaluates school counselors, school psychologists, social workers and student assistance counselor.
10. Assesses the needs and provides in-service opportunities for all high school pupil personnel services.
11. Develops, administers and interprets the school's testing program with appropriate follow-up responsibilities. (CAPT, PSAT, SAT, ACT, AP)
12. Plans and implements the articulation process with the middle schools with emphasis on the transitions.
13. Updates the High School Program of Studies and implements the course selection process.
14. Coordinates the student scholarship programs.
15. Assumes responsibility for special programs such as awards assemblies, scheduling of major guidance events such as parent evenings and college fairs.
16. Follows up on high school graduates.
17. Assumes responsibility for all other tasks as may be assigned by the Headmaster.

18. Demonstrates, through professional growth, an interest in educational concerns and maintains the ethics of the profession.
19. Serves as the Title IX School Coordinator.
20. Serves as Building School Climate Coordinator.
21. Serves as liaison with Regional Programs (RCA, Aqua culture, and Center for Global Studies).
22. Serves, in conjunction with Headmaster, as liaison to PTA to develop parent programs.
23. Works with House, SRBI and special education teams to develop intervention plans to support student learning.

1/19/88

Revised 3/95

Revised 7/02

Revised 8/04

Revised 2/16