

**LEXINGTON / RICHLAND SCHOOL DISTRICT FIVE, SOUTH CAROLINA  
JOB DESCRIPTION, FEBRUARY 2005**

**JOB TITLE: GUIDANCE DIRECTOR**

**GENERAL STATEMENT OF JOB**

Under limited supervision, plans, implements and assesses the school's guidance and counseling program designed to increase the academic, social, emotional and environmental strengths of students; supervises guidance counselors, assistants and other staff as assigned, and performs related professional and administrative duties as required. Reports to the school Principal.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Develops and implements a comprehensive guidance and counseling program based on state and District standards; collaborates with counselors, guidance assistants, Principal, assistant principals, faculty, staff and community resources in the planning, coordination and assessment of the guidance program.

Supervises the work of guidance staff; supervisory duties include instructing; assigning, reviewing and planning work of others; selecting new employees; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; recommending employee discipline and discharge as appropriate. Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Provides for adequate staff development and training opportunities.

Counsels individuals and groups of students in setting and developing strategies for the achievement of academic, social / personal development and other identified goals.

Provides referrals to various school, District and community services when appropriate.

Establishes and maintains confidential student case files.

Attends meetings with staff and service providers to discuss individual student education plans and progress.

Conducts conferences with parents to discuss student progress and problems; assists in presenting parent workshops as required.

Plans and supervises school testing programs.

Participates with the Principal and Assistant Principal the coordination of student registration, course selection and student scheduling.

Coordinates career / college planning; provides related information and assistance to students and parents.

Coordinates homebound instruction.

Receives and responds to inquiries, concerns and complaints in areas of responsibility.

Selects and procures books, instructional aids and supplies for use in the guidance program.

Prepares and/or processes progress reports, case notes, calendars, monthly reports, registration materials, memos, correspondence, etc.

Operates a vehicle and a variety of equipment such as a computer, printer, typewriter, fax machine, copier, calculator, telephone, etc.; uses clerical, copier, computer supplies.

Interacts and communicates with various groups and individuals such as the Principal, assistant principals, school faculty and staff, other District administrators and staff, students, parents / guardians, physicians, mental health professionals, nurses, attorneys, community agencies and other resources, and the general public.

Attends training, conferences, workshops, etc., as appropriate to enhance job knowledge and skills.

### **ADDITIONAL JOB FUNCTIONS**

Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, ordering supplies, etc.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a Master's degree in secondary guidance counseling or related field of study, supplemented by two to three years of experience in school counseling at the secondary level, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state Guidance Counselor certification. Must possess a valid state driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and direction from supervisor, the giving of instructions and direction to subordinates, and the counseling of students.

**Language Ability:** Requires the ability to read a variety of professional, administrative and statistical documents and reports. Requires the ability to prepare various types of reports, studies, recommendations and other documents with the proper format, punctuation, spelling and grammar, using all parts of speech. Has the ability to speak before an audience with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data,

establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to use influence systems in staff supervision and student supervision; to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to teach employees and counsel students. Must be able to communicate effectively and efficiently with youth and their parents; in a variety of technical and/or professional languages including psychology, sociology, counseling, etc., and with persons of varying educational, cultural and social backgrounds.

**Numeric Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to use mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in using office equipment; to operate a motor vehicle.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a slight degree and to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the Lexington Richland School District Five as they pertain to the performance of duties of the High School Guidance Director. Has considerable knowledge of the functions and interrelationships of the District and other governmental agencies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Knows how to plan, organize, supervise and evaluate the performance of a professional / support staff. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Has the ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Is able to make sound, educated decisions. Has comprehensive knowledge of the theories, methods, practices and materials of school guidance counseling. Is able to plan and implement effective intervention, routine and crisis counseling strategies as appropriate. Knows how to develop effective relationships with students. Is able to communicate effectively, tactfully and persuasively with students, parents and District / school staff members. Has the skills to be able to communicate in a highly professional and articulate manner with all levels of management and other persons. Is able to make effective presentations and discuss problems and possible solutions as required. Has knowledge of and skill in career / college counseling and is able to assist students in obtaining necessary information for planning and preparing for post-high school education or vocations. Has the ability to offer training and assistance to co-workers and employees of other departments as required. Is able to take the

initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of proper English usage, punctuation, spelling and grammar. Has knowledge of modern office practices and technology; has skill in the use of computers for word processing and records management. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to react calmly and quickly in emergency situations; is able to handle volatile situations calmly and professionally.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**Planning:** Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

**Organizing:** Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

**Staffing:** Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

**Leading:** Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

**Controlling:** Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

**Delegating:** Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

**Decision Making:** Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

**Human Relations:** Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

**Policy Implementation:** Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

**Policy Formulation:** Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**