

**FRANKLIN TOWNSHIP PUBLIC SCHOOLS  
SOMERSET (SOMERSET COUNTY), NEW JERSEY  
JOB DESCRIPTION**

TITLE: DIRECTOR OF GUIDANCE (K-12) AND WORLD LANGUAGES (9-12)

**I. POSITION SUMMARY**

The Director shall provide leadership for the assigned content area(s), consistent with educational goals and objectives of the district, to carry out planning and development for curriculum, instruction, assessment, program supervision, budget development and the evaluation of instructional staff. A major function of this position is acting as resource person to teachers and building administration. S/he will collaborate with building administration to meet the district's school improvement and program requirements, to assist with the supervision and evaluation of assigned content area teachers, and to collaborate with the district-wide development of the content area program.. The Director shall promote the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context. The Director will support principals in the effective management of the organization, operations, and resources for a safe, efficient, and effective learning environment and by always acting with integrity, fairness, and in an ethical manner.

**II. DUTIES**

**A. Supervision/Evaluation**

**1. Staff**

- a. Supervise and evaluate teaching staff members and support staff as assigned in accordance with the district's supervision and evaluation process. Collaborate with content area administrators and/or principals on the supervision and evaluation of teaching staff members.
- b. Demonstrate proficiency and inter-rater reliability as measured by the district approved staff evaluation tool.
- c. Collaborate with principals and content administrators in the assessment and recommendation of candidates for staff vacancies within assigned building(s)/content area(s). Participate with appropriate Human Resources Administrators in the recruitment of professional staff.
- d. Collaborate with principals and content area and central office administrators to analyze student assessment data, design, implement, and measure outcomes of effective professional learning opportunities and activities for the professional staff.
- e. Keep current with changes in teaching and counseling standards as they occur, with certificated staff evaluation tools and models and be able to identify educational best practices in teaching and counseling.
- f. Identify and provide certificated staff with support across the domains of effective counseling and/or instruction.

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- g. Collaboratively develop student growth objectives with appropriate staff to measure the impact of instruction on student growth.
- h. Assume responsibility for own professional development; for keeping current with literature, new research findings and improved techniques in specialized areas; and for attending relevant professional development.

**2. Curricular Program**

- a. Implement district curricula program that incorporates state content standards, Common Core standards and complies with district policy requirements.
- b. Collaborate with principals and content area administrators, central office administrators and other appropriate professional staff to develop and implement effective operational procedures, performance standards, documentation requirements and timelines for curricula and other district programs as may be needed.
- c. Provide leadership for other appropriate professional staff to review, evaluate and recommend revisions to curricula and programs in accordance with district policy and as may otherwise be needed.
- d. Continually monitor and evaluate the delivery of programs and make recommendations for improvement. Compile program evaluation needs/assessment data as appropriate for federal, state and local reports (annual and longitudinal) and grant applications as required.
- e. Collaborate with principals and content area and central office administrators or other appropriate district staff in the investigation, development and recommendation of new programs, and the preparation of grant applications where applicable, to obtain federal, state and/or private funding.
- f. Support principals as the education leaders in the total school program to promote interdisciplinary education for all students.
- g. Collaborate with content area administrators and other appropriate district staff in the scheduling and assignment of staff.
- h. Assist principals and district level administration in the implementation and supervision of all State required student assessment programs including/ but not limited to:
  - i) K-12 student achievement testing
  - ii) High school proficiency testing
  - iii) Students of limited English proficiency testing
  - iv) Special education testing
  - v) Gifted and Talented testing
- i. Assist in the planning and supervision of the integration of Academic Support program students into regular academic, ancillary and other mandated programs in assigned grades.

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- j. Collaborate with principals and district and content area administrators to recommend the purchase of materials, equipment and supplies to promote effective and efficient operation of educational programs.
- k. Assist in the development and analysis of data and reports related to district and state-mandated student assessment programs.
- l. Assist in developing effective communication and positive working relationships with federal, state and local agencies.
- m. Support principals in conducting needs assessments, gathering of multiple data sources and progress monitoring action plans that include measureable outcomes.
- n. Be available for teaching duties within content areas; e.g., model, demonstration classes and emergencies.
- o. Articulate the scope and sequence of curriculum between grade levels.

3. Guidance Program

- a. In collaboration with building administration develop and implement master schedules and to resolve master schedule conflicts.
- b. Implement annual timelines for the scheduling process.
- c. Investigate alternative scheduling options.
- d. Develop, submit, and maintain such reports related to scheduling as requested.
- e. Continually monitor and evaluate the delivery of programs and make recommendations for improvement. Compile program evaluation needs/assessment data as appropriate for federal, state and local reports (annual and longitudinal) and grant applications as required
- f. Assist with implementation of the Student Discipline Code and such student behavior education and/or modification programs as may be authorized.
- g. Plan and implement annual academic awards distribution and recognition ceremonies at the high school level.
- h. Direct programs to inform students and parents about post-secondary education and career options, as well as related planning information, deadlines, resources and technologies appropriate to the building's various students age/grade levels.
- i. Direct the development and production of student report cards, academic progress reports, and transcripts at FHS.
- j. Direct systematic reviews of student attendance codes, data and student registrations/withdrawals.
- k. Coordinate interventions and correspondence for student attendance concerns.
- l. Direct preparation of and distribution of the Course of Studies booklets.
- m. Monitor student progress towards meeting promotion and graduation requirements.

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- n. Monitor student enrollment in supplemental academic programs and intervention services.

**B. Fiduciary Responsibilities**

**1. Budget Development**

- a. Supervise budget development and budget maintenance within discipline(s) in conjunction with building level administration and coordinate at district level with central office administration.
- b. Collaborate as needed on the budget development process with central office administration.

**2. Budget Management**

- a. Coordinate the recommendations for the purchasing of materials, equipment and supplies in assigned discipline(s).
- b. Assist in supervising the receipt and distribution of purchases.

**3. Inventories**

- a. Support the maintenance of up-to-date inventories of all equipment, materials and supplies consistent with district policies and procedures as communicated by the district's Business Office.
- b. Assist with the use of inventory data to effectively project future expenditures.

**C. Community and Professional Relations**

- 1. Participate in appropriate professional activities including association, professional, and community meetings and committee work.
- 2. Collaborate with principals and other appropriate district staff to promote community awareness of department strengths, achievements, challenges and needs.
- 3. Assist with identifying, recruiting and maintaining parent and community resources to enhance the learning environment.
- 4. Assist with supervision of the submission of publicity articles to promote department programs and achievements.
- 5. Support department student programs through attendance at evening and weekend events.
- 6. Attend Board of Education meetings and make reports to the Board of Education as directed by the superintendent.

**D. Perform such other duties as may be assigned.**

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III. APPOINTMENT

The Director shall be appointed by a majority roll call vote of the Board of Education. The position shall be a twelve-month position and shall be eligible for tenure.

IV. REPORTS TO

The Director shall be responsible to the Assistant Superintendent for Curriculum and Instruction or his/her designee. Performance of this job will be evaluated no less than annually in accordance with the New Jersey Administrative Code and Board Policy for the evaluation of administrative personnel.

V. QUALIFICATIONS

- A. New Jersey administrative certification appropriate to hold the position of Director.
- B. Master's Degree appropriate to discipline preferred.
- C. Multi-year successful continuous teaching and/or counseling experience.
- D. Successful educational supervisory experience preferred.
- E. Received three consecutive satisfactory annual performance reviews.
- F. Demonstrate effective management, problem-solving, organizational, human relations, and written and verbal communication skills.
- G. Demonstrate ability to communicate and work collaboratively and effectively with staff, students, parents, and other school district constituencies.
- H. Demonstrate ability to analyze a situation accurately, and adopt and implement an effective course of action.
- I. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Approved:

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Superintendent of Schools

Date: