

Director II, Guidance and Counseling

Position Details

Job Code: U7101

Reference Code: A045

Division/Division: College, Career, Equity, and School Choice

Classification: Professional-Technical and/or Licensed Administrator

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to provide leadership, support, and coordination for K-12 school counselors and secondary curriculum administrators. Responsibilities include providing direction for and training of K-12 school counselors and curriculum administrators. This position is directly responsible to the Chief College, Career, and Equity Officer, College, Career, Equity, and School Choice Unit (CCESCU).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Directs the planning and development of instruction improvement programs and special projects for K-12 counselors.
2. Directs the distribution and implementation of K-12 counselor policies and procedures.
3. Provides instruction, guidance, and support for curriculum administrators in the direct supervision of school counselors.
4. Directs programs of assessment/research activities for professional learning related to curriculum expectations.

5. Provides input and support to the Chief College, Career, and Equity Officer regarding prioritization of professional learning needs, evaluation of guidance and counseling programs, and reviews of current research and state and national trends related to school counseling.
6. Directs, with Region Superintendents/School Associate Superintendents (SASs), input from schools and other departments, on-going support and staff learning for K-12 counselors, emphasizing the American Schools Counseling Association (ASCA) national model approach to program foundation, delivery, management, and accountability and standards-based school guidance programs.
7. Directs, with Region Superintendents/SASs, input from schools and other departments, on-going support and professional learning for K-12 counselors and curriculum administrators relative to implementation of curricular and instructional issues.
8. Collaborates with the Clark County School District Communications Department, Government Relations Department, and the media to ensure public distribution of trends, requirements, and/or opportunities.
9. Administers, with school principals and the Human Resources Division (HRD), the hiring and/or transfer of K-12 school counselors.
10. Provides support and leadership to District regions, schools, other District staff, students, and parents/guardians regarding SIS, scholarship availability and application, and Family Educational Rights and Privacy Act (FERPA).
11. Releases student directory information to organizations based on District policy guidance.
12. Organizes, directs, and coordinates the District's secondary summer school program.
13. Collaborates with the Grants Fiscal Services Department in seeking grant funding and oversees guidance and counseling grant projects.
14. Serves as a liaison in intra-divisional meetings and projects.
15. Directs, coordinates, supervises, and evaluates the work of assigned administrators, licensed teachers, and support professional personnel.
16. Attends, monitors, and provides expert testimony for the Clark County School District Board of Trustees, State Board of Education, Academic Standards Council, and Nevada Guidance Leadership Forum related to school counseling and/or curriculum issues and topics.
17. Interprets District policy and procedures for parents/guardians, teachers, administrators, and other interested groups.
18. Identifies, evaluates, and disseminates research-based practices in guidance and counseling; understands curricular ramifications of Every Student Succeeds Act (ESSA) and state legislative mandates.

19. Performs other duties related to the position, as assigned.
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Position Expectations

1. In-depth knowledge of secondary curriculum and District regulations and policies.
 2. Demonstrated knowledge of school counseling as it applies to each of the three (3) school levels.
 3. Effective communication, collaborative, and interpersonal skills.
 4. Effective skills in planning, organizing, and coordinating projects and workshops.
 5. Excellent verbal, written, and presentations skills.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university. A bachelor's degree from an accredited college or university plus five (5) years of additional experience beyond the minimum requirement below can be substituted for the masters' degree requirement or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None required; Nevada Administrative Endorsement and/or School Counselor License preferred.

Experience

1. Have previously demonstrated five (5) years of successful experience as a contracted school counselor in an accredited K-12 public or private school; and, be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful experience as a contracted school counselor in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. A minimum of two (2) years' experience as a contracted administrator in an accredited K-12 public or private school or a minimum of two (2) years contracted administrative experience in a related position.
3. Experience and knowledge using school related automated systems (i.e., Infinite Campus or other).

-OR-

4. Satisfactory service in corresponding or related positions or at least five (5) years successful supervisory experience related to the administrative position.
5. A minimum of two (2) years of experience as an administrator in a related position.
6. Experience and knowledge using school related automated systems (i.e., Infinite Campus or other).

Preferred Qualifications

1. Ability to manage multiple projects, to meet deadlines, and to maintain high quality service while meeting goals.
2. Demonstrated experience in team leadership.
3. Ability to exercise diplomacy, sound judgment, leadership, problem solving, and accountability.
4. Ability to develop handbooks, catalogs, brochures, policies, regulations, procedures, and reports, as requested.
5. Ability to work cooperatively with other departments within the District, with the Board of Trustees, and with other agencies, both state and national.
6. Ability to work under pressure and meet deadlines.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/13/22
- Created: 10/07/08