

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** Director of Career and Counseling Services

**DEPARTMENT:** High School Education

**REPORTS TO:** Executive Director of High School Education

**Position Summary:** Under the direction of the Executive Director, the Director coordinates, develops, and manages the district-wide career and counseling services delivered in each building. This position requires knowledge of District procedures and policies, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills.

### **ESSENTIAL FUNCTIONS:**

- Assist building administrators and staff with the screening, interviewing and recommending of counseling and career center personnel, both certificated and classified.
- Assist with the development, revision, and adoption of curriculum, curricular materials, and strategies to align with federal and state mandates and which include 504s, assessments, employability skills, career options, and High School and Beyond Plans.
- Serve as the McKinney-Vento Homeless Education Liaison by coordinating district and building services, training the appropriate staff, and acting as an advocate for families for District services.
- Oversee and coordinate the delivery of mental health services with District partners.
- Develop and monitor the Counseling services budget, including grant writing, and approve all expenditures.
- Provide for the articulation of Counseling and Career Services between schools and by participating in the appropriate regional and state associations.
- Collaborate with the Director of CTE around Career Center programming and the work of Career Specialists
- Oversee the programs and services of the district's career centers.
- Develops plan for and implements data collection and analysis of program effectiveness in order to provide regular program evaluative feedback with suggested plans for amelioration of any targeted areas of concern to Cabinet.
- Identify staff needs for in-service, including topics such as 504, McKinney-Vento, suicide prevention processes, and arrange for or provide appropriate in-service training for staff.
- Plan and conduct regular staff meetings for those in Counseling and Career Services to ensure the efficacious delivery of the continuum of services, including those that are federally and state mandated, such as 504s
- Prepare reports as required by district, OSPI and other agencies.
- Maintain working relationships with staff, parents, community businesses and organizations, and national Counseling professional associations.
- Attend staff and other professional meetings as may be assigned or necessary.
- Continue professional growth of method and technique improvements.
- Demonstrate positive relationship skills with district staff, maintaining ongoing and open communication.
- Use technology for communication, presentations, trainings, workload management, and workshops
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

### **QUALIFICATIONS:**

**EDUCATION:** Master's degree with emphasis in School Counseling or related field.

**EXPERIENCE:** Minimum of three (3) years successful school counseling experience at the high school level or five (5) years middle or elementary school counseling. Prior experience coaching and training adult learners. Further, the individual will possess the:

Ability to work independently, take initiative, organize projects and details, and make decisions efficaciously

Ability to communicate clearly and effectively in a pleasant, tactful and professional manner.

Ability to research, analyze, and interpret data, rules and regulations, codes, statutes, and laws to effectuate change and improvement for learning.

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Ability to utilize software and technology for recordkeeping, presentations and trainings, and fluent communication. Skills in leading professional development and knowledge of adult learning needs; and Ability to exercise independent decision making abilities, organize and manage multiple time sensitive tasks, and facilitate resolution of difficult and/or delicate parent, staff and community issues.

**CERTIFICATES & LICENSES:** Possess WA ESA Certification in School Counseling. Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

**CONTINUING EDUCATION/TRAINING:** That which is required to be effective in the position and to maintain certification.

**REQUIRED TESTING:** None Specified

**CLEARANCES:** Criminal Justice Fingerprint/Background Clearance

**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Unrepresented

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date