

Newburgh Enlarged City School District  
**Job Description**

<b>TITLE:</b>	<b>DIRECTOR OF PUPIL PERSONNEL SERVICES</b>
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<b>REPORTS TO:</b>	Executive Director of Equity and Access
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<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"> <li>1. New York State School District Administrator Certification or School District Leader Certification, required.</li> <li>2. New York State teacher certification in Special Education, School Counselor, School Social Worker or School Psychologist.</li> <li>3. Master's Degree required</li> <li>4. Successful experience as a special education teacher, school counselor and or school social worker.</li> <li>5. Successful experience as an administrator in special education or pupil personnel services preferred</li> </ol>
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<b>JOB GOAL:</b>	To provide a system of pupil personnel services consisting of health services, counseling, social work and special education instructional supports that enhance opportunities to ensure all students graduate.
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<b>DUTIES AND RESPONSIBILITIES:</b>	<ol style="list-style-type: none"> <li>1. Under direction, the Director of Pupil Personnel Services is responsible for collaborating with principals to implement, leadership and support, scheduling and assignments, professional development, and the evaluation of pupil personnel workers.</li> <li>2. Formulate goals consistent with the school district's philosophy and policies</li> <li>3. Design, coordinate, implement and monitor a comprehensive guidance program for grades K-12 in alignment with the New York State Comprehensive K-12 School Counseling Program.</li> <li>4. Provide leadership in developing appropriate comprehensive counseling and guidance program activities.</li> <li>5. Select and supervise staff and assist in the selection of counselors K-12 and social workers and participate in evaluations as appropriate.</li> <li>6. Monitor the implementation of school guidance programs and confer with staff to provide feedback for essential program</li> </ol>
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**DUTIES AND  
RESPONSIBILITIES:  
continued**

improvements.

7. Monitor the impact of supports and services for students' social, emotional and academic needs
8. Collaborate with community agencies to implement wrap-around services for students
9. Evaluate and select instructional materials and equipment to support the guidance program
10. Deliver technical assistance and professional development activities for department staff.
11. Monitor the implementation of the NECSD Guidance plan and coordinate the review/evaluate/revise procedures on an annual basis
12. Monitor the implementation of social worker supports and evaluate the impact interventions have on the intended outcomes
13. Establish a systematic approach for making the guidance programs viable at all levels.
14. Assist in the recruitment and hiring of department staff at the building level and district level
15. Reviews and update district policies, regulations, guidelines and procedures related to Pupil Personnel Services.
16. Conduct regularly scheduled departmental meetings with staff.
17. Respond to administrative/legal/compliance queries from parents and other internal and external clients.
18. Oversee division centralized Advanced Placement testing program and coordinate administration of PSAT and AP Testing.
19. Facilitate the planning of college preparation activities for students at the secondary level
20. Collaborate with the Director of Family and Community Engagement to foster positive relations with local, county and state agencies to support student, staff and parent needs.
21. Collaborate with the Director of Family and Community Engagement and the Director of Special Ed to ensure programs and services are designed based upon the unique needs of students.
22. Performs other duties and assumes other responsibilities as required by the Executive Director of Equity and Access.

Revised May 2015  
Revised March 2018