Newburgh Enlarged City School District

Job Description

TITLE:	**Director of Student Support**

REPORTS TO:	**Assistant Superintendent of Curriculum & Instruction**

QUALIFICATIONS:	A. NYS Certification as School District Administrator (SDA) or School District Leader (SDL). B. NYS Professional or Permanent Certification as a School Counselor. C. Minimum of five (5) years of successful experience as a school counselor, preferably at multiple levels (elementary, middle, and/or high school). D. Prior supervisory or administrative experience in pupil personnel services preferred. E. Thorough knowledge of the ASCA National Model and NYS Commissioner's Regulations Part 100.2(j) (Comprehensive Developmental School Counseling/Guidance Programs). F. Demonstrated experience with student information systems, transcript and credit auditing, master scheduling, and state data reporting. G. Knowledge of NYS graduation requirements, diploma pathways, CDOS, and college, career, and financial aid processes (FAFSA, TAP/HESC). H. Certification in the Danielson Framework for Teaching or the district-approved APPR evaluation protocol preferred. I. Knowledgeable regarding research on effective instruction, assessment, and school reforms. J. Knowledgeable in the areas of student activities and finance. K. Experience working with adult learners and leading professional development. L. Strong organizational, analytical, and communication skills, with the ability to work effectively with diverse students, families, and staff.
JOB GOAL & DUTIES:	To provide district-wide leadership for the School Counseling Department and student support services, ensuring that every student receives the academic, social-emotional, and college/career guidance needed to transition successfully through each stage of schooling and graduate prepared for postsecondary success. The Director oversees and supervises school counselors, leads student transition programs, and ensures accurate, data-driven management of student records and outcomes. The Director also continues to oversee district-wide student activities, community outreach, and scholarship programs.

	1. Leadership of the School Counseling Department • **Program Direction:** Develop, implement, and annually review the district's Comprehensive Developmental School Counseling Plan (K–12) in accordance with Part 100.2(j), and prepare the required annual report to the Board of Education. • **Uniformity:** Standardize counseling practices, procedures, and resources across all buildings to ensure equitable access to services for every student. • **Policy & Compliance:** Ensure counseling services comply with district policy, state and federal law, and regulations governing student records, confidentiality (FERPA), and non-discrimination. • **Crisis Response**: Assist with the Coordination of district and building-level crisis response and student safety teams, in collaboration with the Director of Pupil Personnel **2. Oversight & Supervision of School Counselors** • **Supervision & Evaluation:** Supervise and evaluate school counselors in accordance with the district's APPR plan, including observations, goal setting, feedback, and improvement plans as needed. • **Staffing & Caseloads:** Recommend counselor assignments and caseload distribution across buildings; participate in recruitment, interviewing, and hiring of counseling staff. • **Professional Development:** Plan and deliver ongoing professional learning for counselors aligned to district goals, best practices, and emerging student needs; onboard and mentor new counselors. • **Department Meetings:** Lead regular district-wide counseling department meetings to share data, align practices, and communicate district initiatives. **3. Student Transition Programs** • **Grade-Level Transitions:** Design and oversee structured transition programs for key milestones, including elementary to middle school, middle to high school (8th-to-9th grade), and high school to postsecondary. • **New Entrants & Special Populations:** Establish procedures for the enrollment, transcript evaluation, and placement of new entrants, including transfer students, English Language Learners/newcomers, and students in temporary housing. • **Postsecondary Planning:** Oversee college, career, and military readiness programming, including college application support, FAFSA/TAP completion initiatives, CDOS, and career exploration activities. • **Collaborative Planning:** Work with the Office of Special Education, ENL, and building administrators to support transition planning for students with IEPs and 504 Plans and other students requiring additional supports. **4. Data Management & Accountability**

	• **Student Records & Scheduling:** Oversee the accuracy of student schedules, transcripts, credit accumulation, and academic records in the student information system; support master schedule development at the secondary level. • **Graduation Tracking:** Monitor cohort graduation progress through regular credit and Regents audits; identify at-risk students and ensure intervention and credit recovery plans are in place. • **Early Warning & Reporting:** Develop and maintain data dashboards and early warning indicators (attendance, behavior, course performance) to guide counselor interventions and measure program effectiveness. • **State Reporting:** Coordinate with the Data/Assessment Office to ensure accurate and timely submission of counseling-related data for NYSED reporting (e.g., SIRS, graduation and postsecondary outcomes). **5. Community Outreach & Volunteerism** • **Partnership Development:** Act as the primary bridge between the district and local non-profits to create community-based outreach programs. • **Service Learning:** Manage a district-wide database for student volunteer hours and ensure students meet graduation or honor society service requirements. • **Scholarship Coordination:** Work with local donors and foundations to expand and promote local scholarship portfolios for graduating seniors. **6. Stakeholder Engagement** • **Family Outreach:** Lead district-wide family engagement efforts related to course selection, graduation requirements, transitions, and college/career planning (e.g., Parent Information Nights). • **Community & Higher Education Partnerships:** Build and maintain partnerships with colleges, BOCES, community agencies, and mental health providers to expand student support resources. **8. Scholarship Development & Administration** • **District Portfolio Management:** Standardize the scholarship application process across all four high schools to ensure equitable access for all students. • **Donor Relations:** Act as the district's primary point of contact for local businesses, community foundations, and private donors looking to establish new awards. • **Selection Oversight:** Ensure that school-based scholarship committees follow objective rubrics and comply with donor-specified criteria and NYS non-discrimination laws. • **Fiscal Compliance:** Coordinate with the District Business Office to track "Trust and Agency" accounts, ensuring that funds are disbursed correctly and that all awards are reconciled annually for audit purposes. • **Promotion & Awareness:** Lead a unified communications strategy (digital portals, workshops, and "Scholarship Nights") to increase the

	number of students applying for local, state (HESC), and national financial aid. **9. Other Duties** • **Other Duties:** Perform such other related duties as may be assigned by the Superintendent or designee.