

SHELBY COUNTY SCHOOLS VACANCY

TITLE: GUIDANCE AND TESTING SUPERVISOR

QUALIFICATIONS:

1. A valid counselor's certificate at the master's level or above.
2. Valid Alabama certificate for superintendent-principal, or supervisor.
3. At least five years experience in the field of public education, part of which must have been as a classroom teacher and part of which must have been as a counselor.
4. Administrative experience in district-level programs and activities preferred but not required.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Instruction

JOB GOAL: To enable all students to utilize their educational opportunities to the fullest by eliminating, as far as possible, those problems that prevent or interfere with the student's learning, and to coordinate the school system's standardized and specific student testing services.

PERFORMANCE RESPONSIBILITIES:

1. Plan, supervise, and carry out an effective system-wide guidance and counseling program.
2. Define and interpret the professional functions of school counselors to administrators, teachers, students, parents, and the public.
3. Prepare informative reports and instructional materials for principals, counselors, teachers, and other professionals who use test results in performing their duties.
4. Provide leadership for the system-wide guidance program and make recommendations to guidance personnel in collaboration with the district administrators and school principals.
5. Evaluate the effectiveness of the guidance programs and recommend changes for improvement as needed.
6. Assist in the observation and evaluation of school guidance counselors as directed.
7. Conduct in-service workshops and training for principals, counselors, and teachers.
8. Assist in the placement of at-risk students in those educational situations best suited to their individual needs.
9. Monitor the student record system to insure that approved information is kept current in

student cumulative record folders.

10. Evaluate and interpret the educational progress of students.
11. Screen applicants and make recommendations to appropriate personnel for filling positions as directed.
12. Plan, develop, and supervise a system-wide standardized and specific student testing program and continually assess the effectiveness of testing services.
13. Provide training and in-service workshops for the administration and implementation of the system-wide testing program.
14. Assume responsibility for the accuracy, validity, and interpretation of results from use of the testing program.
15. Consult with related school personnel involved in health, psychological, social welfare, exceptional, remedial and vocational programs for maximum student development.
16. Establish effective working relationships with other institutions of the towns, regions, and state that may be of use to teach parents or students.
17. Assume responsibility for personal professional development; for keeping current with the literature, new research findings, and improved techniques in specialized area, and for attending appropriate professional meetings.
18. Serve as consultant to curriculum development committees.
19. Maintain confidentiality of any Board of Education related business.
20. Assume additional duties that may be assigned by the appropriate administrator.

TERMS OF EMPLOYMENT: Annual contract, salary based on Central Office Supervisor salary schedule at appropriate step and rank.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

SALARY: \$74,655.24 – 90,120.72 Annual

INTERESTED PERSONS

SHOULD: Complete the **administrative** TEACH IN ALABAMA application online at www.alsde.edu.