

APPENDIX D

Job Description (Archived)

Director, Counseling

Brief Description of the Position

Plans, supervises and coordinates the counseling and guidance program in a secondary school.

Major Duties and Responsibilities

Provides leadership in the continuous evaluation, interpretation, and implementation of the counseling and guidance program.

Schedules regular meetings for counselors and prepares agenda.

Calls special meetings for counselors at appropriate times.

Coordinates the work of counselors and social workers assigned to the counseling program of the secondary school.

Supervises the work of paraprofessionals, clerical staff, and technicians, as assigned to the counseling program of the secondary school.

Assumes the responsibility for a close working relationship between counselors and administration and counselors and teachers.

Coordinates the allocation of job tasks and provides adequate time for completion of these tasks.

Assists in the establishment and maintenance of good community-school public relations.

Maintains running inventory of all the department equipment.

Coaches

Major Duties and Responsibilities

Use sound and acceptable teaching practices

Run well-organized practice sessions.

Complete pre-season planning well in advance of starting date.

Adhere to a highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communications with patient, trainer, doctor, parents and school staff.

Construct a well-organized game plan.

Develop a sound system for equipment accountability, including season inventory, repair, reconditioning and replacement. All purchasing should be accomplished through the allocated budget.

Keep assistant coaches, student managers and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others similarly involved in the overall program.

Ensure all athletes are properly cleared before participation in their respective sports. Athletics should function as an integral part of the total curriculum.

The coach will be responsible for providing supervision before, during and after all team activities.

The coach should be fair and unprejudiced with players, considering their individual differences, needs, interests, temperament, aptitudes and environments.

Ongoing, positive communications with parents, media and staff.