

## COLLEGE OF EDUCATION OPERATIONS GUIDELINES

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**Section:** Unit Governance

**Subject:** Director of the School Guidance Counselor Programs Position Description

EDUCATOR AS LEADER

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### DIRECTOR OF SCHOOL GUIDANCE COUNSELOR PROGRAMS POSITION DESCRIPTION

*Primary Duties and Responsibilities:* The Director is responsible for the leadership and management of the MA in School Guidance Counselor Programs (Other School Personnel), including strategic planning, curriculum development and co-ordination, budgeting, selection /supervision/ development of faculty and staff, acquiring and maintaining program specific accreditation as required, and program evaluation.

This position provides leadership to all aspects of the assigned program including:

- Provides recruitment initiatives for enrolling students in the program.
- Schedules classes for program completion and on a semester basis.
- Recruits and recommends to the Dean part-time faculty for the program.
- Advises and schedules students in program.
- Collaborates with P-12 partners for program enhancement.
- Identifies and aligns clinical experiences appropriate for course content learning outcomes.
- Drafts any proposed changes in program and submits revised program documents for approval to the Dean and then forwards documents to the appropriate college and university committees.
- Submits revisions of program sheets to applicable university personnel (registrar, advising, admissions, COE administrative assistants) upon approval of program changes.
- Drafts, revises, and/or maintains program handbook for students and submits changes to the Associate Dean or Dean for approval.
- Provides leadership and attends all student orientations and collective meetings for the program.
- Develops and implements strategic objectives for practice that are aligned with the unit's strategic initiatives.
- Directs and provides leadership in the development and implementation of program goals, objectives, policies, and procedure.
- Collects and maintains databases necessary for records, etc. applicable to accreditation (NCATE, SACS etc.).
- Provides direction, leadership, and advice to faculty, administrators, and others involved in the design, development, and evaluation of instructional programs and academic services.

- Supports the continuous evaluation of the effectiveness of the program and makes recommendations for improvement through consultation with Dean/Associate Dean, faculty, and others.

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