



Job Title: **Comprehensive Guidance Specialist**

Department: **Instructional Achievement**

Supervisor: **K-16 Director for Student Achievement**

Lane Placement: **Licensed Salary Schedule 206**

Schedule: **8 hrs/ 206 days** Eval Group: **CTESS Ed Specialist**

FLSA Classification: **Exempt**

## **JOB DESCRIPTION**

The Secondary Comprehensive Guidance Specialist will coordinate all Comprehensive Guidance programs in the District, assisting students, parents, guidance counselors, principals, and CTE coordinators in all areas of guidance counseling. The Specialist will, under the direction of the K-16 Director for Student Achievement (High Schools) and the Office of the Superintendent, assist with budgets, course catalog/credit concerns, NCAA eligibility requirements, college admissions and scholarship/financial aid applications, preparation of informational materials for parents and school staff, training of guidance counselors, organize and implement college recruiting fairs, and assist senior academic staff with the development and implementation of postsecondary pathways.

## **ESSENTIAL FUNCTIONS**

- Coordinates Comprehensive Guidance programs and procedures, including SEOPs.
- Under the direction of the Director of K-16 Student Achievement (High Schools), assists in the development and maintenance of comprehensive guidance budgets.
- Assists in the development and revision of publications and information regarding guidance issues for students, parents, and staff.
- Represents the district at relevant Wasatch Front and USOE counselor meetings, conferences, and committees.
- Prepares for, assists with, and attends school site reviews.
- Maintains site review records.
- Co-chairs the Course Catalog Committee.
- Researches and shares with guidance counselors best practices in counseling and guidance.
- Develops and implements a mentoring program for counselors.
- Responsible for USOE and District reports related to SEOPs and other comprehensive guidance requirements.
- Works with district and school administration to resolve credit and course issues.
- In conjunction with senior district staff, develop and implement a plan to reduce the counselor-student ratio in compliance with USOE requirements.
- In conjunction with senior academic staff, develop positive working relationships with admissions, financial aid, academic, and athletic departments of Utah institutions of higher education.
- Develop and implement college recruiting fairs, student field trips, and scholarship/financial aid information nights.
- Assist students, parents, and school staff in navigating and meeting NCAA eligibility requirements.
- Advocate completion of Regents' Scholarship requirements by all students.
- Develop rewards and incentive programs to recognize exemplary guidance counselors.
- Assists Office of Evidence-Based Learning and Director of Institutional Research in gathering and tracking data on student course-taking patterns, ACT scores, and other predictors of postsecondary readiness.

- Assists Office of Evidence-Based Learning in developing and delivering professional development and training for guidance counselors and principals.
- Serves as the primary point of contact for parent and staff inquiries about district comprehensive guidance policies, programs, and practices.
- Performs other duties as directed, including:
- Attends professional conferences as assigned.
- Participates in screening and interviewing guidance counselor candidates.
- Assists Office of Public Communications in developing and updating accurate information for District and school web sites related to Comprehensive Guidance, postsecondary preparation and access, and Utah institutions of higher education.
- Assists in the organization and implementation of District crisis team.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

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| <ul style="list-style-type: none"> <li>• This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.</li> <li>• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.</li> <li>• The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.</li> <li>• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.</li> </ul> |
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### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Master's degree in School Counseling or related field (Higher Education Administration, Student Services, etc.) required.
- Requires minimum of five years of experience as a secondary school counselor in a private or public K-12 setting, or comparable job experience with demonstrated competence.
- Substantial knowledge of, and experience working with, federal and state policies related to postsecondary preparation and access.
- Experience working at, or with, admissions, financial aid, and athletics departments at institutions of higher education strongly preferred.
- Substantial knowledge of current research and best practices related to high school academic rigor and relevance.
- Substantial knowledge of current Utah laws and policies related to postsecondary preparation and access, including Utah Scholars program, Regents' Scholarship, and New Century Scholarship.
- Experience with Comprehensive Guidance, SEOPs, concurrent enrollment, college counseling, and career counseling.
- Requires outstanding interpersonal skills, impeccable integrity, the ability to work well with a variety of stakeholders and patrons, ability to work in a team environment, and unrelenting focus on customer service. Interacts with principals and teachers, parents, senior district office staff, general public, board of education, institutions of higher education, Utah State Office of Education, and business leaders.

- Must possess great sense of humor, outstanding flexibility, ability to work in a fast-paced, innovative environment, and skill at coordinating tasks and assignments with high-level, well-educated, opinionated, outgoing personalities.
- Must possess high degree of patience, dignity, and sensitivity. Attention to detail is imperative.
- Must have advanced written and verbal communication skills.
- Excellent computer skills with Microsoft Word applications (e.g. Word, Excel, Powerpoint, etc.) and digital publishing applications required.
- Standard office machines and equipment.
- Demonstrated leadership, coaching, facilitating, and team-building skills.
- Accuracy and confidentiality are critically important.
- Must have outstanding organization and initiative, and a professional, courteous demeanor suitable for working at the executive level.
- Incumbent must be fingerprinted and clear a criminal background check.
- Ability to start on or before August 1, 2009 strongly preferred.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**PHYSICAL REQUIREMENTS**---*Not limited to the following:*

- Requires ability to operate motor vehicle.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 06/11/2020