

**PARIS JUNIOR COLLEGE DISTRICT
JOB DESCRIPTION**

TITLE: Director	SALARY LEVEL:
DEPT: Counseling/Advising	JOB CODE:
CLASS: Administration	FLSA STATUS: Exempt
	RETIREMENT ELIGIBILITY: ORP/TRS

PURPOSE: The Director of Counseling/Advising is responsible for planning, organizing, and coordinating all programs related to Student Development.

REPORTS TO: Dean of Student Development

SUPERVISES: Coordinator of Testing Center
Student Development Specialist/Counselor
Secretary B, Counseling/Advising

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

1. Computer/Word Processing skills preferred.
2. Good communication skills required.
3. Demonstrates knowledge of subject matter by being familiar with current research and developments in the area of specialty.
4. Demonstrates leadership qualities.

Education, Experience, and Licensure

1. Master's Degree in Counseling.
2. LPC required.

MAJOR JOB RESPONSIBILITIES

Essential Job Functions

1. Develops policies and procedures and supervises all activities related to student development programs: counseling, testing, college transfer, computerized guidance, special populations, and academic advising.

2. Provides professional counseling services for students, alumni, and college staff including both personal and career counseling.
3. Oversees the administration of the TASP, ACT, SAT, and GED tests as well as other placement tests. Selects and administers interests, abilities, and values tests to promote awareness of the interrelationship between self-knowledge and career choice.
4. Directs the college disability program for students.
5. Provides career information regarding technical and vocational careers.
6. Supervises the computerized guidance systems and assists students with use of the information.
7. Provides overall supervision of the Peer Mentoring Program and Stress Management Program.
8. Monitors the career library, approving all purchases for that area.
9. Supervises the maintenance of course equivalency information from other institutions.
10. Responsible for supervision and participation in guidance services for special populations.
11. Provides specialized counseling and guidance services for limited English proficient students in technical and vocational education.
12. Supervises special college orientation program for students under probation or suspension rules.
13. Responsible for the admission, Immigration Service advising, maintenance of records, and advising for international students.
14. Develops policies and procedures, supervises, and participates in academic advising for undeclared majors.
15. Responsible for schedule changes during registration period and withdrawals from college throughout the semester.
16. Supports and assists the Director of Admissions with recruiting, community contacts, and presentations as assigned.

17. Assists with transcript evaluations, schedule changes, and certification of eligibility for graduation as requested.
18. Supports student services components to meet division goals and objectives.
19. Establishes office procedures to ensure that student's requests are met.
20. Responsible for the content and design of all Student Development publications.
21. Serves on committees as requested.
22. Recommends an annual budget for the department.
23. Approves purchases of equipment, services and supplies, and departmental travel expenses, as well as performs budgetary monitoring and control as designated.
24. Coordinates with other college personnel for planning and budget control for Fed/Voc programs.
25. Supervises and coordinates duties of area personnel.
26. Assists in the recruitment, employment, and orientation of staff.
27. Responsible for ensuring diversity efforts within area of supervision.
28. Coordinates, supervises and performs evaluation process with all part-time and full-time personnel.
29. Recommends disciplinary action of personnel.
30. Reports or approves absences of personnel.
31. Provides opportunities for staff development aimed at increasing professionalism.
32. Plans, organizes, and administers a comprehensive student development program compatible with the mission of the institution.
33. Works closely with administration and faculty to plan student development programs that support the academic and vocational areas.

34. Plans guidance programs that aid students in developing, evaluating, and effectively initiating and implementing career plans.
35. Plans programs that will promote a greater awareness within the entire institutional community of the services offered by the Counseling/Advising.
36. Plans cooperative programs with faculty to link career awareness programs with actual classroom activities.
37. Conducts research to facilitate the long-range goal setting and planning process of the Counseling/Advising.
38. Coordinates with other college personnel in the planning of student advisement and registration.
39. Responsible for compliance with Southern Association of Colleges and Schools (SACS) guidelines for area.
40. Display personal characteristics that reflect positively on the education profession and the College in such ways as respecting colleagues and observing ethical principles of the education profession, participating in community activities, and demonstrating a constructive attitude toward other professional and classified personnel.
41. Using appropriate vocabulary free from excessive profanity and slang.
42. Display use of good judgment, tact, and discrimination.
43. Treat records, information, materials, and office concerns in a confidential manner.
44. Demonstrate a knowledge of the required subject matter by providing evidence of preparation in the area, maintaining current knowledge of research and developments in the subject area, and maintaining the respect of colleagues in the profession.
45. Demonstrate leadership qualities by instilling enthusiasm for professional goals, recognizing staff proficiencies and accomplishments, adhering to statement of ethics and Paris Junior College covenant for success.

Marginal Job Functions

SPECIFIC EQUIPMENT AND MATERIALS USED

1. Must be able to use Scantron equipment.
2. Computer literate preferred.

ESSENTIAL PHYSICAL TASKS

1. Requires lifting up to 35 pounds.
2. This position is security-sensitive.

ENVIRONMENTAL DEMANDS

1. The job is 100% indoor activities.
2. Job requires continuous contact with people.
3. Requires non-compensated overtime during registration.