

Mendota THSD #280

JOB DESCRIPTION

Position Title: Director of School Counseling

Qualifications: As Established by the Board of Education

1. Three years of experience at Mendota Township High School is preferred.
2. A Master's degree or higher is required for the school support personnel endorsement for school counselor.

Reports To: Principal

Job Goal: To serve as a liaison between the administration and the faculty for the improvement of all educational facets of Mendota Township High School District #280.

Appointment: Department chair will be appointed by the Superintendent with the advice of the Principal.

Stipend: Will be determined by the collective bargaining agreement.

Performance Responsibilities:

1. Supervise and coordinate within and between their department and other departments for the educational improvement of the students, department personnel, and their books, equipment, and supplies. They will be expected to keep the administration apprised of any new or changing programs with or between departments.
2. Create a departmental budget to be prepared and submitted to the administration on an annual basis.
3. Communicate/discuss all information from department/administrative and/or curriculum committee meetings with all members of their department.
4. Assign students to counselors fairly and equitably.
5. Assign and supervise departmental responsibilities and tasks fairly and equitably.
6. In cooperation with the Administration, evaluates the job performance of department personnel.

Department Chair

Principal

Adopted: _____, 2026