

Manasquan Public Schools 2017-2018 School Calendar

DOCUMENT 1

APPROVED: 1/31/2017
REVISED 8/15/2017
/_/ SCHOOLS CLOSED
() SCHOOLS REOPEN
[] HIGH SCHOOL EXAM DAY

SEPTEMBER 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

	Pupil Days
September	(18)
1-4 Labor Day Weekend - Schools Closed	
5 Faculty Meeting/Staff In-Service	
6 Schools Open - Early Dismissal/Staff In-Service	
October	(21)
9 Columbus Day - Faculty Only/ Staff In-Service	
November	(18)
9-10 Teacher's Convention-Schools Closed	
22 Early Dismissal Thanksgiving Recess	
23 Thanksgiving Day	
24 Thanksgiving Recess	
December	(16)
5 Early Dismissal/Staff In-Service	
22 Holiday Recess begins at 12:30p.m.	
January	(20)
1 Holiday Recess	
2 Schools Re-open	
15 Martin Luther King Day	
22 Faculty Only - District In-Service	
29 Faculty Only - District In-Service	
February	(15)
12-16 Winter Recess	
19 Schools Re-open	
March	(21)
1 Early Dismissal/Staff In-Service	
30 Spring Recess	
April	(16)
2-6 Spring Recess	
9 Schools Re-open	
25 Early Dismissal/Staff In-Service	
May	(21)
25-28 Memorial Day Weekend	
June	(14)
20 Students' Last Day	
21 Teachers' Last Day	

FEBRUARY 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2018

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2018

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2018

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Total Pupil Days: 180
Total Teacher Days: 184

THIS SCHEDULE IS SUBJECT TO EMERGENCY CHANGES & OTHER ADJUSTMENTS AS APPROVED BY THE BOARD AND/OR SUPERINTENDENT. JANUARY 15 WILL BE USED AS A MAKE UP DAY IF SNOW DAYS OCCUR BEFORE THAT DAY. MAY 25 WILL BE USED AS A MAKE UP DAY IF NECESSARY. ANY ADDITIONAL DAYS WILL BE MADE UP AT THE END OF THE SCHOOL YEAR. NO PLANS SHOULD BE MADE THAT CANNOT BE ADJUSTED.

MANASQUAN PUBLIC SCHOOLS

TITLE: DIRECTOR OF SCHOOL COUNSELING SERVICES

QUALIFICATIONS:

1. Valid New Jersey Certificates for Supervisor, Principal, and Director of Student Personnel Services.
2. Master's Degree, preferably in the area of Student Personnel Services.
3. Has completed a minimum of five years of successful experience in school district student personnel work.
4. Broad knowledge of instructional technology equipment and applications; online services; technology resources and integration of technology across the curriculum.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Superintendent

SUPERVISES: Guidance Counselors, Guidance Support Staff

JOB GOAL: To support the District's instructional program by coordinating and supervising guidance activities which are designed to assist students in their personal, social and intellectual development consistent with the goals set forth by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

1. Coordination of Guidance Activities
 - a. Designs, implements and evaluates the districtwide guidance and counseling program.
 - b. Compiles, regularly updates and disseminates in accordance with district procedures a comprehensive description of the K-12 Guidance Program including policies, procedures and other components.
 - c. Maintains communications with offices and agencies that provide specialized help to students and parents.
 - d. Coordinates the district guidance program with others in the school and community to promote maximum cognitive and affective benefits for students.
 - e. Works closely with the high school and elementary school principals in the design and implementation of their master schedules.
 - f. Plans and conducts the scheduling process for students entering sixth through twelfth grade.

- g. Oversees the K-12 student (cumulative) record system to ensure that relevant, up-to-date information is maintained in accordance with state and federal law, Board policy, and district procedures.
 - h. Conducts on-going follow-up studies of dropouts and graduates and communicates data to relevant audiences.
 - i. Maintains own knowledge of the instructional and extracurricular programs of the district and utilizes this information in working with staff, students, parents and others to enable students to obtain maximum benefit from their school experience.
 - j. Makes available to students information about post-high school opportunities through college fairs, individual appointments, print documents, audio-visual materials.
 - k. Identifies and addresses needs of special populations through special guidance programs and other activities (i.e., at-risk youth, disaffected students, students making the transition from eighth to ninth grade).
 - l. Oversees the application process (for post-high school education, armed services, scholarships, etc.) and ensures the timely submission of high quality documents.
 - m. Oversees the implementation of state law and regulation, Board policies and school procedures in the Guidance Department.
 - n. Oversees the registration of new students and the transfer of students.
 - o. Supervises the processing of student working papers.
 - p. Provides for articulation of the guidance program by conducting regular meetings of counselors.
 - q. Ensures that appropriate records are maintained by counselors to track student progress, note counseling service provided and generate necessary state and district reports.
2. Personnel Administration
- a. Participates in the process to recruit, screen, interview and recommend new counselors for the district.
 - b. Evaluates guidance staff, counselors and office personnel in accordance with state law, Board policy and contractual agreements.
3. Testing
- a. Oversees the District testing program, prepares information/data as requested, and interprets the results of tests for school personnel, the Board of Education, parents and other audiences.
 - b. Coordinates the monitoring of the graduation status of all high school students to ensure they have met all state and local graduation requirements and/or pursued all alternative assessments and/or appeals.
 - c. Contributes expertise to the development of the K-12 assessment program, the selection of testing instruments, the design of "alternative" assessments, and other activities.
 - d. Works in cooperation with other administrators in the district to coordinate the district's testing/assessment program.
4. Staff Development

- a. Facilitates the participation of the guidance staff in professional development experiences to enhance their job-related knowledge and skills.
 - b. Conducts in-service training for district programs as required.
5. School and Community Relations
- a. Promotes on-going, two-way communications with students, school personnel, parents and others to enhance the guidance services program and the school district.
 - b. Works with the high school Principal to coordinate high school parent nights, freshman orientation, eight grade open houses, and any other informational and/or student recruitment events, including visits to other schools.
 - c. Works closely with sending districts to coordinate school programs.
 - d. Prepares and disseminates guidance-related literature and publications (i.e., School Profile).
 - e. Participates in administrative meetings for administrators, directors, and supervisors.
 - f. Facilitates articulation experiences for guidance and other staff.
 - g. Participates in relevant administrative meetings conducted by the Superintendent.
6. Counseling
- a. Counsels students in their academic, personal, and social development consistent with the policies and goals of the Board and within the resources provided by the Board.
7. Professional Development
- a. Continues own professional growth and development through memberships; attendance at relevant meetings, workshops and conferences; enrollment in advanced courses; and similar activities.
 - b. Keeps up-to-date with changes and developments in the profession by attending professional workshops and meetings, reading professional journals and other publications, and participating in other experiences.
 - c. Represents the district at relevant local, county and state guidance meetings.
8. Other
- a. Performs such other tasks and assumes such other duties as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT: 12-month year. Salary to be established by the Board.

ANNUAL EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: Manasquan Board of Education **Date:** _____