

Develop and implement plans to involve guidance staff in evaluating and selecting materials to meet identified students' needs and program goals. **E**

Develop and provide guidance program resources and materials to counselors within the limits of available resources. **E**

Develop programs to ensure that the guidance program is effective in supporting the educational environment. **E**

Develop and implement methods to compile and maintain written records and reports as required and/or as desirable for continued improvement of the guidance program. **E**

Keep abreast of the profession through participation in a variety of professional development activities. **E**

Develop and administer the District's program of counselor evaluation. **E**

Collaborate and plan with the Academic Oversight Committee. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to the District's Guidance and Counseling program. **E**

Perform related duties consistent

