# JOB DESCRIPTION

**POSITION TITLE:** Supervisor, School Counseling  
**JOB CODE:** 621A  
**DIVISION:** Academic, Support and Specialized Services  
**SALARY SCHEDULE:** Annual Central Office Personnel  
**DEPARTMENT:** Student Assistance Programs  
**WORK DAYS:** 238  
**REPORTS TO:** Director, Student Assistance Programs  
**PAY GRADE:** CS1 (5, 6, or 7)  
**FLSA:** Exempt  
**PAY FREQUENCY:** Monthly  

**PRIMARY FUNCTION:** To coordinate and supervise the School Counseling program and selected student support programs, provide leadership at the system-wide level in School Counseling and selected student assistance programs, and provide supervision of selected personnel as assigned.

## REQUIREMENTS:

1. Educational Level: Master Degree or Higher  
2. Certification/License Required: Leadership Certification; School Counseling Certification  
3. Experience: 5 years of experience as a school counselor  
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities  
5. Knowledge, Skills, & Abilities: Written and Oral Communication, Leadership  

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

## ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.  
2. Coordinates the development and supervision of the School Counseling, Hospital/Homebound, and Advisement Programs.  
3. Assists local schools in the management of the School Counseling Program which serves all students.  
4. Provides effective and relevant professional learning experiences for school counseling and advisement program.  
5. Maintains up-to-date alignment of Cobb County School District School Counseling Program with state and national programs.  
6. Responds to parents and others on concerns related to School Counseling and Hospital/Homebound Instruction Program.  
7. Supervises and evaluates selected program personnel.  
8. Supervises the collection and reporting of necessary data for county, state, and federal reports related to areas of responsibility.  
9. Prepares and manages budgets for all assigned programs.  
10. Assists principals and Assistant Superintendents with the counselor allotments.  
11. Coordinates Georgia Scholars and other scholarship programs.  
12. Provides training for school administrators on the school counselor evaluation instrument.  
13. Performs other duties as assigned by appropriate administrator.

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Signature of Employee ____________________________ Date ________________

Signature of Supervisor ____________________________ Date ________________