

EMPLOYEE NAME: _____

Created 8/09 Revised: 10/12; 6/18

JOB DESCRIPTION

POSITION TITLE: Supply School Counselor	JOB CODE: SUP1
DIVISION: Academic, Support and Specialized Services	SALARY SCHEDULE: Current Supply Teacher Rate of Pay
DEPARTMENT: Student Assistance Programs	WORK DAYS: As Needed
REPORTS TO: Principal	PAY GRADE: N/A
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Serves in the capacity of a substitute school counselor in the absence of the school counselor.	

REQUIREMENTS:

1. Educational Level: Completed Master Degree in School Counseling or completed Master’s course work and serving as an Intern in a graduate school counseling program required
2. Certification/License Required: Valid School Counselor Certification or eligible for school counseling certification
3. Experience: None
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication

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. Maintains accurate, complete, and appropriate records and files; provides for confidentiality of student records.
3. Demonstrates ethical behavior.
4. Interacts in a professional manner with students, parents, staff, and community.
5. Makes referrals when necessary.
6. Enforces school procedures concerning student conduct and discipline.
7. Complies with laws, regulations, and policies pertaining to school counseling and school/system operations.
8. Demonstrates effective listening, writing, and speaking skills in a variety of settings.
9. Adheres to the school-based counseling program guidelines.
10. Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____