**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 __________________