



EMPLOYEE NAME: _____

Revised: 2/03, 10/05, 01/07 05/11, 10/12; 6/18; 11/20;6/23

JOB DESCRIPTION

POSITION TITLE: Supervisor, School Counseling, Advisement & Crisis Response	JOB CODE: 621A
DIVISION: Academic, Support & Specialized Services	SALARY SCHEDULE: Annual Central Office
DEPARTMENT: Student Assistance Programs	WORKDAYS: Annual Administrative Employees
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’s 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 Crisis Response.
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.	Coordinates the Crisis Response Team and deploys the team to schools as needed.
11.	Supervises the Hospital/Homebound Program to ensure students receive instruction as required.
12.	Provides training for school administrators on the school counselor evaluation instrument.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____