

**Supervisor of School Counseling and Social Worker
New Hanover County Schools**

Job Description

Class: Administrator
Dept: Student Support Services

TITLE: Supervisor of School Counseling and Social Worker

- QUALIFICATIONS:**
1. Master's degree in School Counseling or Social Work and licensed by the NC Department of Public Instruction.
 2. Five to seven years as a school counselor or school social worker.
 3. Other qualifications as the superintendent and the Board may find appropriate.

REPORTS TO: Director of Student Support Services

JOB GOAL: To perform a variety of supervisory and administrative tasks in monitoring and assisting the operation of the counseling and social work services of New Hanover County Schools.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to student support issues.
2. Lead in goal setting and implementation of comprehensive counseling and social work services for Pre-K – twelfth grade students with developmentally appropriate and prevention-oriented.
3. Assist with the planning and evaluation of school counseling and school social work programs and practices.
4. Serve as liaison between the NC Department of Public Instruction and the NHCS department char persons and school counselors and social workers.
5. Provide professional development, supervision and assistance for counselors and social workers in assessing, planning and intervening in response to the academic, career and personal/social needs of students and families. Emphasis placed on training in ethics.
6. Collaborate with human service agencies to coordinate lawful and effective school and community responses to child abuse/neglect, homelessness, attendance and other social/emotional issues.

7. Direct the Community Crisis Response Team, in recruiting and training members and in initiating a response to a crisis. Meet with school administrators to assess, coordinate and supervise the delivery of the appropriate response.
8. Represent NHCS/student support services as a liaison for varied community initiatives, establish and maintain a positive, cooperative relationship with community partners and co-facilitate quality services for students.
9. Collaborate with other departments and serve on interdepartmental committees.
10. Conduct system wide meetings of counselors and social workers to introduce policy and procedural changes and provide consultation.
11. Direct varied initiatives that promote graduation and career preparation. Coordinate district responsibilities for system wide scholarships.
12. Manage budgets and establish contractual agreements to provide counselors and social workers with professional development and material resources.
13. Commit to ongoing professional growth and competency.
14. Perform other duties and responsibilities as requested by the Director or Student Support Services.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/FLSA Exempt

Starting Salary and/or Grade: SA II

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing, ability to communicate well with school personnel, employees and central office staff.
- Considerable knowledge of federal, state and local policies and procedures regarding counseling and social work services.
- Knowledge of outside agencies which offer services for students and families.
- Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organization and/or federal, state and local laws, rules and regulations.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.