

Supervisor of School Counseling
New Hanover County Schools

Job Description

Class: Administrator

Dept: Student Support Services

TITLE: Supervisor of Elementary School Counseling

QUALIFICATIONS:

1. Master's degree in School Counseling and licensed by the NC Department of Public Instruction.
2. Five to seven years as a school counselor.
3. Other qualifications as the superintendent and the Board may find appropriate.

REPORTS TO: Director of Student Support Services

JOB GOAL: Performs a variety of supervisory and administrative tasks in monitoring and assisting the operation of the counseling services in New Hanover County Schools. Oversees services delivered by school counselors in the school system, monitoring their effectiveness, providing staff development on an ongoing basis and ensuring adherence to federal, state and local policies and procedures. Employee provides technical assistance, information and expertise. Employee also collaborates with various local and state programs to provide services for students.

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. Leads and assists counselors in implementing a comprehensive counseling program for PreK through 5th grade students which fulfills short and long-range goals of the division.
3. Directs, monitors and assesses services provided by the elementary school counselors in the system; conducts on-site observations of counselors; provides feedback and consultation; facilitates elementary counselors' meetings. Meetings are designed to train counselors to implement evidence-based curriculum and a comprehensive counseling program as well as ensure understanding of laws, policies and procedures.
4. Facilitates system-wide Suicide Intervention Training and ensures adherence to established county policies, procedures and standards.
5. Provides professional development, supervision and assistance for elementary school counselors 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. Coordinates and leads the district's Crisis Response Team, including the

recruitment and training of members. Meets with school administrators to assess, coordinate and supervise the delivery of the appropriate response.

7. Serves as the primary district coordinator for Section 504. Co-facilitates training and provides consultation for school based 504 coordinators. Monitors district 504 compliance and deadlines to ensure adherence to state and federal laws.
8. Coordinates the Home/Hospital process for students not receiving Special Education Services.
9. Represents NHCS Student Support Services as a liaison for varied community initiatives to establish and maintain a positive, cooperative relationship with community partners and co-facilitate quality services for students.
10. Collaborates with other departments and serves on interdepartmental committees.
11. Provides professional development opportunities for counselors, teachers and administrators; conducts parent and community workshops when requested.
12. Maintains various records and files; creates reports as requested.
13. Commits to ongoing professional growth and competency.
14. Performs 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 elementary school counseling 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 statues.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.