

**Title:** Lead Counselor (CJHS, HMS), Stipend Position

**Reports to:** Supervisor of Student Services

**Position Summary:** The Lead Counselor assists departmental and school administration in the coordination of department projects. The Lead Counselor also serves as a liaison between the department and administration.

**Qualifications:**

- (1) Certification as Guidance or School Counselor;
- (2) A minimum of three (3) years experience as a school counselor;
- (3) Ability to work effectively with students and members of the school community;
- (4) Strong problem solving and communication skills;
- (5) Other qualifications to be determined by the Superintendent of Schools.

**Duties:**

1. Coordinates building-based state and district assessments with the building administration;
2. With the building administrator, serves as section 504 committee co-chairperson;
3. Monitors At Risk Students with School Counselors and Student Assistance Specialists;
4. Plans and schedules counseling groups in conjunction with other counselors;
5. Assists with scheduling in conjunction with building administration;
6. Serves as liaison between department and administration;
7. Performs other duties as may be assigned by the Superintendent of School or his/her designee.

9/23/11