

**ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

SUPERVISOR - SCHOOL COUNSELING

POSITION: Supervisor - School Counseling

REPORTS TO: Director of Student Services

LOCATION: Department of Student Services

NATURE OF WORK:

Under the general supervision of the Director of Student Services, the Supervisor of School Counseling participates in identifying and assessing school counseling and other student services related needs of students, community and school systems; sets focus for the school counseling program and other district services by being knowledgeable about current trends in the area(s) of student support services; assists in coordinating school programs with appropriate local, state and federal programs and/or regulations; plans and implements system-wide orientation and staff development for appropriate personnel; and develops grant proposals and implements the required elements of approved grants. The Supervisor of School Counseling is responsible for representing the school system at meetings and conferences to give and receive student services and district information and must demonstrate professional leadership in all contacts with system personnel and the public.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to oversee and provide direction to designated departmental staff (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stakeholders
- Ability to exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies, regulations, and procedures, and contractual obligations
- Possess knowledge of the programs, policies, and procedures of St. Mary's County Public Schools

- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment, and be flexible in work responsibilities and hours
- Demonstrates positive human relations skills
- Possess the ability to communicate effectively both orally and in writing
- Possess an outstanding reputation among colleagues and peers as a teacher/educator
- Possess a well thought out philosophy of school counseling, school health, and other components of pupil services programs in the public schools

DUTIES AND RESPONSIBILITIES:

- Supervises, coordinates, and leads the K-12 School Counseling Program, 6-12 Career Counseling Program, pupil services teams, 504, Title IX, and the Foreign Exchange Program. Additional responsibilities may be assigned by the Director of Student Services.
- Schedules and coordinates the services of School Counselors, College and Career Liaisons, the Career Counseling Coordinator, Career Advisors, and outside agencies as appropriate
- Provides direction for county and school reunification teams in response to an emergency, as needed
- Assists in serving as the superintendent's designee for expulsion proceedings
- Assists in the development and revision of pupil services policies, regulations, procedures, programs, and operations
- Assists in the development of criteria for system-wide evaluation of Department of Student Services programs
- Assists principals in the formal and informal observation and evaluation of school counseling staff
- Helps to develop system goals, objectives, and master plan components
- Assists in interviewing and assigning counselors
- Develops and conducts in-service opportunities to strengthen present programs and/or to initiate new programs
- Plans, conducts, and/or participates in administrative meetings
- Plans, develops, and coordinates the publication of student services and curricular materials
- Assists in preparation of the Department of Student Services budget
- Assists in establishing procedures as appropriate for soliciting, receiving, assessing, and acting upon community comments/suggestions

QUALIFICATIONS:

Required

- Hold a professional teacher's certificate and/or license with endorsement as a principal and/or supervisor
- Meet requirements for certification as a supervisor of guidance and/or supervisor of pupil personnel

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on SMASA salary schedule for eleven and twelve-month employees – Range D.

BARGAINING UNIT ELIGIBILITY: SMASA

Updated 03.2025, 7.2025, 3.2026