

**EMPLOYEE NAME:** \_\_\_\_\_

Created: 7/12; Revised: 10/12; 6/17; 7/17; 6/18; 3/23

### JOB DESCRIPTION

<b>POSITION TITLE:</b> School Counseling and Advisement Consultant	<b>JOB CODE:</b> 621H
<b>DIVISION:</b> Academic, Support and Specialized Services	<b>SALARY SCHEDULE:</b> Consultant
<b>DEPARTMENT:</b> Student Assistance Programs	<b>WORKDAYS:</b> 218
<b>REPORTS TO:</b> Supervisor, School Counseling	<b>PAY GRADE:</b> CC2 (5, 6 or7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Assists with the development and supervision of the School Counseling and Advisement Programs.	

**REQUIREMENTS:**

1.	Educational Level: Master's Degree required
2.	Certification/License Required: Valid Georgia School Counselor Certificate; Leadership Certificate <i>preferred</i> or actively working toward completion of a leadership program in order to obtain leadership certification within 3 years of date of hire
3.	Experience: 3 years school counseling experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership; supervisory; analytical skills; math aptitude; computer skills

***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.	Assists with analyzing national, state, and local data as it relates to the school, student achievement, and the overall effectiveness of the school counseling program and delivery of services.
3.	Works collaboratively with post-secondary institutes, community organizations, and educational centers to best coordinate resources and support for school counseling programs and advisement.
4.	Works collaboratively with school leaders, the school counseling supervisor, and the Office of Student Assistance Programs to provide needed professional learning, coaching, and support for school counselors (with more intensive support for new counselors) and stakeholders.
5.	Attends and provides training sessions in school counseling standards, academic, college/career, and inter/intrapersonal intervention strategies, school climate, current research, and professional literature.
6.	Develops and oversees K12 college and career readiness activities and alignment with CCRPI.
7.	Consults with school counselors on the development of school counseling curriculum, assessment of school counseling activities, and interventions focused on student needs.
8.	Oversees the development of advisement material including Dual Enrollment, Individualized Graduation Plans, and completion of BRIDGE Law activities.
9.	Utilizes technology to develop, to support, and to conduct professional learning and to make information available to stakeholders via website and social media.

10.	Collaborates with supervisors, directors, building and district administrators to build and support standards based, data driven school counseling programs and services.
11.	Facilitates the alignment of school counseling programs with school, district and state strategic plans and priorities to promote student achievement, to enhance school climate, and to support inter/intrapersonal development.
12.	Provides leadership in the process of recruiting and retaining qualified, diverse school counselors.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_