



EMPLOYEE NAME: _____

Revised: 2/03, 10/05, 01/07 05/11, 10/12; 6/18;
11/20;6/23;4/24

JOB DESCRIPTION

POSITION TITLE: Supervisor, School Counseling, Advisement & Crisis Response	JOB CODE: 621A
DIVISION: Academic, Support & Specialized Services	SALARY SCHEDULE: Annual Central Office
DEPARTMENT: Student Assistance Programs	WORKDAYS: Annual Administrative Employees
REPORTS TO: Director, Student Assistance Programs	PAY GRADE: CS1 (5,6, OR 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership in the development and implementation of a comprehensive school counseling program and coordinates district crisis response.	
REVISION DATE(S): 4/24	

REQUIREMENTS:

1.	Educational Level: Master’s degree or higher
2.	Certification/License Required: Leadership Certification; School Counseling Certification
3.	Experience: 3 years of experience as a school counselor
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and Oral Communication, Leadership

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.	Leads by designing and/or facilitating professional learning for school counselors, administrators, support staff, and families on the effective implementation of the comprehensive counseling guide, the counselor evaluation instrument, digital citizenship, best practices, district initiatives and resources, and crisis response.
3.	Maintains up-to-date alignment of Cobb County School District School Counseling Program with state and national programs.
4.	Responds to parents and others on concerns related to School Counseling and Hospital/Homebound Instruction Program.
5.	Supervises and evaluates selected program personnel.
6.	Ensures the collection and reporting of necessary data for county, state, and federal reports related to areas of responsibility.
7.	Projects budget needs and monitors the use of allocated funds, including the purchase of materials, supplies, and contracted staff for HHB.
8.	Coordinates the Crisis Response Team and deploys the team to schools as needed.
9.	Supervises the Hospital/Homebound Program to ensure students receive instruction as required.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____