

**CAROLINE COUNTY PUBLIC SCHOOLS  
POSITION DESCRIPTION**

**Job Description:** Middle School Counseling Director

<b>JOB TITLE:</b> Middle School Counseling Director	<b>LOCATION:</b> Caroline Middle School
<b>IMMEDIATE SUPERVISOR:</b> Principal and Coordinator of Student Support Services	<b>WORK SCHEDULE:</b> 260 days <b>PAY GRADE:</b> Teacher Scale
<b>SPECIAL REQUIREMENTS:</b> N/A	<b>FLSA STATUS:</b> Exempt
<b>EDUCATION/EXPERIENCE:</b> <b>Required:</b> <ul style="list-style-type: none"><li>● Holds a valid Virginia Pupil Personnel License with a School Counselor PreK-12 endorsement</li><li>● Holds an earned Master's Degree, from an approved counselor education program or certification from such a program that the hours of coursework and clinical experience are sufficient.</li><li>● Minimum of three years of successful full-time counseling experience in an accredited school.</li></ul> <b>Preferred:</b> <ul style="list-style-type: none"><li>● At least five years of successful experience as a school counselor at the secondary level.</li><li>● Holds a post-Master's certificate in administration and leadership.</li></ul>	

**BASIC RESPONSIBILITY:**

The Director of School Counseling serves as a member of the administrative team, provides the leadership and organization for the members of the department as they assist students to develop realistic understandings of themselves, helps students to develop positive relationships with others, facilitates academic growth, aids students in becoming self-directive, and assists students in planning and preparing for post-school experiences; Assists principal in supervising and evaluating the counseling, student services, support professional, and support services staff; The Director of Counseling performs budget responsibilities by providing the Principal with information needed to make staffing and budget decisions, and manages the counseling budget.

**ESSENTIAL DUTIES:**

1. Develops and monitors the Master Schedule
2. Manages the delivery of counseling
3. Plans, manages, and supervises the grade reporting process
4. Serves as the PowerSchool Administrator (varies from school to school)
5. Compiles, generates, and interprets all data related to student achievement
6. Supports the Crisis Management Team and school-based CARE Team
7. Coordinates and plans all counseling informational programs. This is done in conjunction with individual counselors assigned to each program
8. Supervises and consults with CTE Administrator regarding delivery of career and college counseling
9. Prepares Counseling Handbook of activities and responsibilities. Activities for achieving and evaluating the goals of the department and the accomplishments of each counselor shall be included.
10. Participates and attends various meetings related to school counseling
11. Provides information regarding staff development opportunities available for counselors
12. Assists in screening and selection of new counselors and support staff
13. Coordinates referrals to outside agencies (e.g. child abuse referrals)
14. Completes other duties as assigned.

**TERMS OF EMPLOYMENT:**

Length of Contract: 260 days. Salary and work year to be established by the Board.

Status: Exempt

**EVALUATIONS:**

Performance on the job will be evaluated in accordance with school board policy and administrative regulations on evaluation of classified personnel.