

**CAROLINE COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION**

Job Description: High School Counseling Director

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| JOB TITLE: High School Counseling Director | LOCATION: Caroline High School |
| IMMEDIATE SUPERVISOR: Principal DIVISION SUPERVISOR: Coordinator of Student Support Services | WORK SCHEDULE: 260 days PAY GRADE: Teacher Scale |
| SPECIAL REQUIREMENTS: N/A | FLSA STATUS: Exempt |
| <p>EDUCATION/EXPERIENCE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Holds a valid Virginia Pupil Personnel License with a School Counselor PreK-12 endorsement <input type="checkbox"/> 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. <input type="checkbox"/> Five years of successful full-time counseling experience in an accredited school. <input type="checkbox"/> Previous leadership experience preferred. | |

BASIC RESPONSIBILITY:

The Director of School Counseling serves as a member of the school’s leadership team and provides strategic direction and coordination for the school counseling program in alignment with the American School Counselor Association National Model. In this role, the Director leads the implementation of a comprehensive, data-informed program that supports students’ academic development, social/emotional growth, and college and career readiness.

The Director ensures that school counselors deliver services that help students develop self-awareness, build positive relationships, and acquire the skills necessary to become self-directed learners and responsible decision-makers. Additionally, the Director collaborates with the principal and the Coordinator of Student Support Services to design, implement, and evaluate a comprehensive school counseling program that is equitable, student-centered, and aligned with school and district goals.

The Director of School Counseling also manages program resources effectively by supporting the principal in making informed staffing and budget decisions and by overseeing the counseling budget to ensure alignment with program priorities and student needs.

ESSENTIAL DUTIES:

1. Develops and monitors the Master Schedule
2. Manages the delivery of counseling
3. Support management of student transcripts - particularly student transcripts
4. Provides oversight for teen Mental Health First Aid programs and Youth Mental Health First Aid for staff.
5. Serves as the PowerSchool Administrator (varies from school to school)
6. Compiles, generates, and interprets all data related to student achievement; publishes data in school profiles
7. Supports the Crisis Management Team
8. Coordinates and plans all counseling informational programs. This is done in conjunction with individual counselors assigned to each program
9. Manages the student enrollment and registration process
10. Supervises and consults with career counselor regarding delivery of career and college counseling
11. 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.
12. Supervises the application and selection of students for special programs (Boys/Girls State, Governor's School, Homebound, Teen Mothers...)
13. Participates and attends various meetings related to school counseling
14. Provides information regarding staff development opportunities available for counselors
15. Assists in screening and selection of new counselors and support staff
16. Coordinates referrals to outside agencies (e.g. child abuse referrals)
17. Completes other duties as assigned.

EVALUATIONS:

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