

## **GUILFORD COUNTY SCHOOL SYSTEM JOB DESCRIPTION**

### **JOB TITLE: SUPERVISOR I – HS COUNSELING STUDENT SERVICES DIVISION**

#### **GENERAL STATEMENT OF JOB**

Under limited supervision, performs a variety of supervisory and administrative tasks in monitoring and assisting the operation of the counseling services in the Guilford County School System. Employee oversees services delivered by school counselors in the school system, monitoring their effectiveness, providing staff development on an ongoing basis and ensuring adherence to federal, state and local policies and procedures. Employee provides technical assistance, information and expertise. Employee also assists with various local and state programs, Foreign Exchange opportunities, and coordinates scholarship programs for students. Reports to the appropriate supervisor as designated by Guilford County Schools.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Implements and assists counselors in implementing a comprehensive counseling program for 9th through 12th grade students which fulfills short and long-range goals of the division.

Directs, monitors and assesses services provided by the school counselors in the system; conducts on-site observations of counselors; provides feedback and advice; conducts system-wide and lower level counselors' meetings. Meetings are designed to train counselors to implement evidenced-based curriculum, improve their understanding of and offer ways to better provide responsive services, indirect student services and individual student planning.

Advises and assists counselors in crisis situations; generally ensures adherence to established county policies, procedures and standards; assists principals, advises and assists counselors, as necessary, resolving problems as non-routine situations arise; refers students to outside agencies as needed.

Facilitates system-wide Suicide Intervention Training and ensures adherence to established county policies, procedures and standards.

Advises and assists counselors with ethical guidelines and ethical concerns as it relates to school counseling.

Provides professional development opportunities for counselors, teachers and administrators; conducts parent and community workshops when requested; makes presentations to classes on special topics as requested.

Provides technical assistance, information and expertise to various work groups within the district.

## **SUPERVISOR I – HS COUNSELING**

Coordinates with Academic Services, Student Information, Human Resources and various other departments.

Assists with various state programs and coordinates system-wide scholarships; arranges and serves on interview panels; provides direction to applicants; facilitates the recognition of award recipients.

Assists with coordination of the district's crisis teams.

Coordinates the enrollment of international students in the district, assuring that the district is in compliance with all immigration laws and regulations; serves as the Designated School Official for the Immigration and Naturalization Service.

Coordinates the publication of a system-wide high school registration guide.

Coordinates the Superintendent's Student Advisory Council Meetings.

Coordinates and provides training on system-wide registration processes and procedures. Works closely with Academic Services to ensure adherence to guidelines and criteria established for the appropriate class placement of students.

Maintains various records and files; creates reports as requested.

### **ADDITIONAL JOB FUNCTIONS**

Assists with budget preparation and with the selection of new counselors.

Coordinates and recommends placement for interns and practicum students.

Monitors students' progress toward meeting graduation requirements.

Coordinates with other district level staff, principals and other administrative staff on various projects related to secondary schools.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Master's degree in school counseling with over 5 years of experience as a school counselor; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. High school counseling experience preferred.

## SUPERVISOR I – HS COUNSELING

### SPECIAL REQUIREMENTS

Must be certified by the North Carolina Department of Public Instruction as a school counselor.  
Must possess a valid North Carolina driver's license.

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers, copiers, typewriters, calculators, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 25 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to assistants or subordinates.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, requisitions, publications, etc. Requires the ability to prepare correspondence, reports, forms, records, surveys, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including counseling terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the theories of algebra, descriptive statistics, statistical inference and statistical theory.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

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**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of federal, state and local policies and procedures regarding counseling services and the administration of student records.

Considerable knowledge of County policies, procedures and standards regarding counseling services.

Considerable knowledge of outside agencies which offer services for students.

Considerable knowledge of appropriate counseling strategies effective in emergency situations.

Considerable knowledge of various scholarships available for students.

Considerable knowledge of the current literature, trends, methods and developments in the area of student counseling.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

General knowledge of the principles of supervision, organization and administration.

General knowledge of the North Carolina Standard Course of Study.

Considerable knowledge of the scholarship application process.

Ability to counsel and motivate students.

## **SUPERVISOR I – HS COUNSELING**

Ability to develop and support staff.

Ability to evaluate the effectiveness of programs and make recommendations for improvements.

Ability to use common office machines and popular computer-driven word processing, spreadsheet, desktop publishing and file maintenance programs.

Ability to maintain complete and accurate records and to develop meaningful reports from them.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.