

ST. MARY'S COUNTY PUBLIC SCHOOLS  
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

SUPERVISOR OF SCHOOL COUNSELORS

POSITION: Supervisor of School Counselors

REPORTS TO: Director of Student Services

LOCATION: Department of Student Services

**NATURE OF WORK:**

Under the general supervision of the Director of Student Services, the supervisor participates in identifying and assessing guidance and other student services related needs of students, community and school systems; sets focus for guidance and other student services by being knowledgeable about current trends in the area(s) of student support services; assists in coordinating school programs with appropriate local, state and federal programs and/or regulations; plans and implements system-wide orientation and staff development for appropriate personnel; and develops grant proposals and implements the required elements of approved grants. The supervisor is responsible for representing the school system at meetings and conferences to give and receive student services information and must demonstrate professional leadership in all contacts with system personnel and the public.

**ESSENTIAL FUNCTIONS:**

- Serves as system coordinator for pupil service teams and 504;
- Serves as supervisor for the Alternative Learning Center program;
- Schedules and coordinates the services of guidance, other pupil personnel, school psychology and outside agencies;
- Provides direction for county and school crisis teams in response to an emergency to include searches of school buildings, as needed;
- Assists in serving as the superintendent's designee for expulsion proceedings;
- Assists in the development and revision of pupil services policies, regulations, procedures, programs, and operations;
- Assists in the development of criteria for system-wide evaluation of Department of Student Services programs;
- Assists principals in the formal and informal observation and evaluation of student services staff; and
- Demonstrates positive human relations skills.

**DUTIES AND RESPONSIBILITIES:**

The supervisor will be responsible for coordination and leadership of the K-12 student services and Alternative Learning Center programs. Additional responsibilities may be assigned by the Director of Student Services.

- Helps to develop system goals, objectives and master plan components;
- Assists in interviewing and assigning counselors, pupil personnel workers, and school psychologists;
- Develops and conducts in-service opportunities to strengthen present programs and/or to initiate new programs;
- Plans, conducts and/or participates in administrative meetings;
- Plans, develops and coordinates the publication of student services and curricular materials;
- Assists in preparation of the Department of Student Services budget; and
- Assists in establishing procedures as appropriate for soliciting, receiving, assessing and acting upon community comments/suggestions.

## QUALIFICATIONS:

Applicants must:

- Have a professional teacher's certificate with an endorsement as a principal and/or supervisor;
- Meet requirements for certification as a supervisor of guidance and/or supervisor of pupil personnel;
- Possess a well thought out philosophy of school counseling, school health and other components of pupil services programs in the public schools;
- Possess an outstanding reputation among colleagues and peers as a teacher/educator; and
- Possess the ability to communicate effectively both orally and in writing.

## TERM OF EMPLOYMENT:

Full-time twelve-month position.

## SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees – Range E.

BARGAINING UNIT ELIGIBILITY: SMASA