

**SHELBY COUNTY SCHOOLS
JOB DESCRIPTION
SCHOOL COUNSELING SPECIALIST**

MINIMUM TRAINING AND QUALIFICATIONS:

- Master's Degree with an endorsement in administration and supervision
- Tennessee professional teaching license with an endorsement in School Counseling required
- Minimum of 5 years of successful experience as a school counselor
- Minimum of 5 years of demonstrated leadership in an educational setting
- Strong group processing and presentation skills
- Proficient in the use of computers to include spreadsheets, databases and word processing applications.
- Ability to prepare clear, concise, accurate, and complete reports including statistics
- Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels
- Excellent oral and written communication skills
- Such alternatives to the above qualifications as the Superintendent might find appropriate and acceptable.
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JOB GOAL: Provide support ensuring SCS has Comprehensive School Counseling and Intervention programs exceeding Federal and State Standards.

PERFORMANCE RESPONSIBILITIES:

- Serves as an instructional leader in developing and implementing appropriate curriculum to meet the identified needs of the system.
- Coordinates and supervises the implementation of the school counseling and intervention programs.
- Plans professional development programs related to school counseling, mental health, and intervention.
- Serves as a liaison between Department of Counseling, Intervention and Alternative Services and administrators in regard to counseling, intervention, and mental issues.
- Assists with crisis management.
- Evaluates and makes recommendations about system's school counseling, intervention, and mental health programs.
- Assists with the evaluation of school counselors and social workers when requested by the principal.
- Prepares informative reports and instructional materials for school counselors, social workers, prevention liaisons, teachers, and other professionals related to student achievement, mental health, and behavior.
- Collects, organizes, and completes information necessary for reports and evaluation.
- Performs other responsibilities as assigned by the Assistant Superintendent of Student Services or the Director of Counseling, Intervention and Alternative Services.

The School Counseling Specialist maintains a forty-hour (40) workweek and works additional hours as required to carry out all of the duties and responsibilities of the position. This is a twelve-month (12) position.