



Lead Counselor – High School

JOB DESCRIPTION

The Lead Counselor, under the supervision of the Principal, coordinates the counseling program and provide counseling services during summer months.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

Master's degree with appropriate certification

DUTIES AND RESPONSIBILITIES

1. Monitors other counselors, social workers, and registrars/counseling secretaries.
2. Serves as liaison between outside agencies and school programs
3. Prepares and maintains budget for campus counseling department
4. Attends department chair meetings
5. Disseminates information and directions from campus and district administration
6. Communicates and coordinates with sending and receiving campuses
7. Processes requests for student transcripts during summer hours
8. Registers new students during summer hours
9. Assists with secondary summer school, credit by examination, and correspondence courses during summer hours
10. Completes student records and reports during summer hours
11. Conducts the routine operation of the counseling/registrar's office during summer hours
12. Performs other duties as assigned

MENTAL DEMANDS

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the District and outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

PAY SCALE: Counselor Pay Scale + Stipend

NUMBER OF DAYS: 220

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*Revised
12/2/07*