

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Middle Lead School Counselor (6-8)     **Department:** Instruction  
ESSER 3.0 Funded

**Calendar:** 12 months

**Grade:** Teacher Salary Schedule

**Job Description**

**Date Reviewed:** June 2021

**Reports To:** Director of Middle Schools

**Purpose of Job**

To provide assistance to all middle school (6-8) counselors and help to promote programs that address academic, social emotional and career development for all students.

**Essential Duties and Responsibilities:**

- Coordinates counseling programs in grades 6-8.
- Provides training and support aligned to the standards of the Tennessee Comprehensive School Counseling Model of Practice.
- Collaborates with level director to provide understanding to school principals regarding the Tennessee Comprehensive School Counseling Model and the TEAM evaluation model for school counselors.
- Ensure that school counselors understand and can utilize all appropriate data sources for students including, but not limited to, screener data for social emotional and behavioral indicators and pertinent student management system reports.
- Provide trainings for appropriate school levels based on data and demonstrated need.
- Ensures that all schools adhere to the federal, state, and local laws related to their work.
- Coordinates and designs routine training/meetings as needed.
- Understands and supports the scheduling process, using the current education information system program, and facilitates communication among district support personnel to support the scheduling process.
- Knowledgeable of the tools, philosophy and best practice in designing master schedules.

- Understands the academic, behavioral and social emotional supports and interventions available to all students.
- Serves as liaison for outside providers that complement school counseling services
- Collaborates with Elementary Lead School Counselor, High Lead School Counselor, and Career Technical Education Counselor to ensure that comprehensive support is in place for students in all grade levels.
- Collaborates with Director of Social Emotional Learning and monitors data from SEL surveys and screeners.
- Supports and monitors lessons designed to support SEL needs of students.
- Continues to grow professionally by maintaining membership and involvement in professional associations specifically for counseling and school services personnel.

**PERFORMANCE EVALUATION FOR LEAD COUNSELOR:**

Performance of this job will be evaluated in accordance with provisions of the Boards policy on Evaluation of Professional Personnel

**Minimum Training and Experience Required to Perform Essential Job Functions** Must be licensed by the Tennessee State Board of Education with a counseling endorsement that includes grades 6-8.

**Knowledge of Job**

Considerable knowledge of the policies, procedures, and activities of the school system, and supervisory practices as they pertain to the performance of duties relating to the position. Capability to develop and implement long-term goals. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public education. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public, and other groups involved in the operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS****PHYSICAL REQUIREMENTS:**

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for light active work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:**

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to coworkers and assistants.

**LANGUAGE ABILITY:**

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:**

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

**VERBAL APTITUDE:**

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:**

Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:**

Requires the ability to inspect items for proper length, width and shape visually.

**MOTOR COORDINATION:**

Requires the ability to coordinate hands and eyes in using automated office and departmentally related equipment.

**MANUAL DEXTERITY:**

Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

**COLOR DISCRIMINATION:**

Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:**

Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

**PHYSICAL COMMUNICATION:**

Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

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**Employee's Munis Number**

\_\_\_\_\_  
**Date**

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**Date**