

Job Title: COUNSELOR
Reports to: Principal
Dept./School: Assigned Campus
Wage/Hour Status: Exempt
Date Revised: July 23, 2018

Primary Purpose

Plan, implement, and evaluate a comprehensive program of guidance, based on the district program, for campus assigned, including counseling services. Provide a proactive developmental guidance program to encourage all students to maximize personal growth and development.

QUALIFICATIONS

Education/Certification

Master's degree in guidance counseling
Valid Texas counseling certificate

Special Knowledge/Skills

Knowledge of counseling procedures, student appraisal, and career development
Excellent organizational, communication, and interpersonal skills
Ability to instruct students and manage their behavior

Experience

Two years teaching experience

MAJOR RESPONSIBILITIES AND DUTIES

Guidance

1. Outline, in writing, using the goals and objectives of the district guidance curriculum, a guidance plan tailored to campus needs.
2. Implement activities/strategies to achieve designated student outcomes in academic achievement and educational planning, career exploration and planning, and personal/social development.
3. Provide systematic classroom and group activities to achieve designated student outcomes and assess attainment.
4. Use effective classroom management skills.

Counseling

5. Provide short-term counseling to individual students with presenting needs/concerns.
8. Refer students to appropriate agency or service if long-term counseling is indicated.
9. Counsel small groups of students with presenting needs/concerns.
10. Use accepted theories and techniques appropriate to school counseling.

Consultation

11. Consult with parents, teachers, administrators, and other relevant individuals to enhance their work with students.

Coordination

12. Coordinate with school and community personnel to bring together resources for students.
13. Participate actively in the process for referral of students to school/district special programs and/or services.
14. Use an effective referral process to assist students and others use special programs and services.

Assessment

15. Collaborates with appropriate district staff to correctly and appropriately interpret tests and other appraisal results to school personnel.
16. Correctly and appropriately interpret tests and other appraisal results to students and their parents.
17. Use other sources of student data as assessment tools for the purpose of educational planning.
18. Maintain the confidentiality of student assessment.

Program Management

19. Develop and coordinate a continuing evaluation of the campus guidance program and make changes based on findings.
20. Compile, maintain, and file all required physical and computerized reports, records, and other documents.
21. Ensure that deadlines are met and reports are accurate as it relates to required reports by the campus administrator, the district and state, as appropriate.
22. Seek and develop important knowledge and skills in order to effectively provide students with counseling and guidance program services.

Administration

23. Comply with policies established by federal and state law, State Board of Education rule, and board policy in guidance and counseling area.
24. Comply with all district and campus routines and regulations.
25. Maintain a positive and effective relationship with supervisors.
26. Communicate effectively with colleagues, students, and parents.
27. Utilizes community agencies and organizations to assist students and parents with additional counseling and mental health and social services.

Professional

28. Model behavior that is professional, ethical, and responsible.
29. Participate in professional development to improve skills related to job assignment.
30. Maintain positive working relationships with other counselors, teachers and district staff.

Other

- 31. Perform other duties assigned by supervisor.
- 32. Maintain confidentiality of information.

Supervisory Responsibilities

- 33. Supervise assigned counseling aide(s) and clerical employee(s).

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____