Job Title: School Counselor*

Exemption Status/Test: Exempt/Administrator in an Educational Establishment

Reports to: Principal

Dept./School: Assigned Campus

Pay Grade: Elementary 197 Days Administrative Professional Pay Grade 2

Middle School 207 Days Administrative Professional Pay Grade 2

High School 215 Days Administrative Professional Pay Grade 3

Primary Purpose:

Plan, implement, and evaluate a comprehensive developmental guidance and counseling program at assigned campus. Counsel students to fully develop each student's academic, career, personal, and social abilities and address the needs of special population students.

Qualifications:

Education/Certification:
Master's degree in counseling from an accredited college or university
Valid Texas school counselor 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
Ability to present information in one-on-one, small group, and large group situations to students, parents, and district staff

Experience:
Two years creditable experience as a classroom teacher

Major Responsibilities and Duties

Guidance

1. Plan and conduct structured group lessons to deliver district's guidance curriculum effectively and in accordance with students' developmental needs. Collaborate with teachers who teach guidance-related curriculum.

2. Guide individual students, groups of students, and parents to plan, monitor, and manage the student's own educational and career development including creating and reviewing personal graduation plans and providing information about post-secondary opportunities.

3. Use accepted theories and effective techniques of developmental guidance to counsel individual students, small groups of students, and parents to plan, monitor, and manage a student's own personal and social development. Provide preventive, remedial, and crisis counseling as needed.

4. Serve as an impartial, non-reporting resource for interpersonal conflicts and discourse involving two or more students, including accusations of bullying.

5. Provide conflict resolution and mediation for students.

Consultation

6. Coordinate school, home, and community resources and refer students, parent, and others to special programs and services as needed.

7. Work collaboratively to advocate for individual students and specific groups of students.

Assessment

8. Interpret standardized test results and assessment data to guide students in individual goal setting and planning.

9. Adheres to legal, ethical, and professional standards related to assessment.

10. Perform test coordinator duties as assigned by the campus principal.

11. Enhances the work of school personnel and parents in guiding student goal setting and planning by promoting understanding of standardized test results and other assessment data.

Program Management and Administration

12. Plan, implement, evaluate, and promote continuous improvement of a balanced comprehensive developmental guidance and counseling program that includes guidance curriculum, responsive services, individual planning, and system support components.

13. Advocate for a school environment that acknowledges and respects diversity.

14. Compile, maintain, and file all reports, records, and other documents.

15. Comply with policies established by federal and state law, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations

16. Adhere to legal, ethical, and professional standards for school counselors including current professional standards of competence and practice.

17. Perform master scheduling duties as assigned including entering the master schedule and assigning students to various classes.

Other

18. Collaborate with parents and students to develop 4 year and/or graduation plans for students.

19. Work with campus administration to recognize various student achievements (attendance, grades, behavior, etc…).

20. Follow district safety protocols and emergency procedures.

21. Perform other duties as assigned.

Supervisory Responsibilities:

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

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior

Environment: Work inside, may work outside

Mental Demands: Maintain emotional control under stress; may work prolonged or irregular hours

**Includes information from the* Counselor Job Description and Evaluation Form *distributed by the Texas Education Agency.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____