



PLEASE POST

**POSITION AVAILABLE**  
GALENA PARK INDEPENDENT SCHOOL DISTRICT

- Position:** Counselor – Secondary (Potential Openings)
- Description:** Plan, implement and evaluate a comprehensive counseling program in a way that includes and educates both parents and students in a manner that supports the educational process.
- Salary:** Counselor Salary Schedule
- Length of Assignment:** 190 - 215 Days
- Qualifications:**
- Minimum Education/Certification:**  
Master's Degree  
Valid Texas school counseling certificate
- Special Knowledge/Skills:**  
Excellent communication skills  
Knowledge of available District and community support services  
Knowledge and understanding of the ASCA Model and Texas Model for Comprehensive School Counseling Programs  
Knowledge of current and effective counseling theories/techniques, procedures, student appraisal, career development and post-secondary opportunities  
Knowledge of the components of a comprehensive developmental school counseling program  
Knowledge of public school counseling, social services and student assessment  
Knowledge of Texas graduation requirements, endorsements, transcripts (academic achievement records), scholarships, and college admissions processes  
Skill in overseeing, organizing, and coordinating large district-wide programs  
Ability to communicate effectively verbally and written utilizing tact and diplomacy and maintain effective working relationships with district personnel and administration  
Bilingual preferred
- Standard of Professional Conduct:**  
As an employee of Galena Park ISD, you will be expected to follow the Board of Trustees Policy, the GPISD Employee Handbook, departmental and/or campus procedures, and all local, state and federal laws and policies.
- Experience:**  
Two years successful experience as a classroom teacher

\*\*\* JOB DESCRIPTION ATTACHED \*\*\*

- Deadline:** OPEN UNTIL FILLED
- Contact:** Jerid Link, Executive Director for HRS  
Galena Park Independent School District  
14705 Woodforest Blvd., Houston, TX 77015  
[jlink@galenaparkisd.com](mailto:jlink@galenaparkisd.com)

- Application:**
- Internal (In District) Applicants – Please click on the link below to create an account and upload your current Letter of Interest and Resume:**  
<https://www.applitrack.com/galenaparkisd/onlineapp/>
- Out of District – Please click the link below to submit an application:**  
<https://www.applitrack.com/galenaparkisd/onlineapp/>

## **JOB DESCRIPTION**

**JOB TITLE:** Counselor (ALL LEVELS) – For current and future openings

**PAY GRADE:** Counselor Salary Schedule

**REPORTS TO:** School Principal

**WORK DAYS:** 190 - 215 Days

**DEPT/SCHOOL:** Assigned Campus / Department of Educational Support

**DATE REVISED:** 06/2021

**WAGE/HOUR STATUS:** Exempt

### **PRIMARY PURPOSE:**

Plan, implement and evaluate a comprehensive counseling program in a way that includes and educates both parents and students in a manner that supports the educational process.

### **QUALIFICATIONS:**

#### **Minimum Education/Certification:**

Master's Degree  
Valid Texas school counseling certificate

#### **Special Knowledge/Skills:**

Excellent communication skills  
Knowledge of available District and community support services  
Knowledge and understanding of the ASCA Model and Texas Model for Comprehensive School Counseling Programs  
Knowledge of current and effective counseling theories/techniques, procedures, student appraisal, career development and post-secondary opportunities  
Knowledge of the components of a comprehensive developmental school counseling program  
Knowledge of public school counseling, social services and student assessment  
Knowledge of Texas graduation requirements, endorsements, transcripts (academic achievement records), scholarships, and college admissions processes  
Skill in overseeing, organizing, and coordinating large district-wide programs  
Ability to communicate effectively verbally and written utilizing tact and diplomacy and maintain effective working relationships with district personnel and administration  
Bilingual preferred

**Minimum Experience:**

Two years successful experience as a classroom teacher

**MAJOR RESPONSIBILITIES AND DUTIES:****Guidance Curriculum:**

1. Teach developmental/preventive guidance curriculum, and coordinate the provision of instruction by others in units with planned lessons for small or classroom-sized groups of students at all grade levels on the following topics:

- Self-confidence development
- Motivation to achieve
- Decision-making, goal-setting, planning, and problem-solving skills
- Interpersonal effectiveness
- Cross-cultural effectiveness
- Responsible behavior

2. Identify appropriate resources, including community resources and materials, necessary for presenting the guidance curriculum.

3. Collaborate with and provide assistance to other school team members (especially teachers) who may integrate the guidance topics with other curricula.

4. Coordination of college and career counseling services.

5. Coordinate presentations addressing academic requirements and topics on character education.

6. Maintain accurate records (e.g., student management file, monthly campus activities and student schedules).

**Individual Planning:**

7. Provide parent and student consultation regarding student progress as needed throughout the year.

8. Assist with the development and implementation of the Master Schedule

9. Input student schedules and make changes relevant to student needs and course requirements

10. Remain abreast of current legislation regarding graduation requirements, college and career readiness and post-secondary opportunities.

11. Provide consultation to students regarding academic matters
12. Provide consultation to teachers regarding student concerns.
13. Assist with the completion of behavior rating scales as requested.
14. Attend special education staffings and ARD's as needed.
15. Interpret assessment data and test results and consult with parents, students and school staff in order to assist in formulating realistic goals for students (e.g., state mandated testing; career planning survey; special program testing).
16. Coordination of college and career information such as:
  - Field trips and other experiential activities.
  - Provide post-high school, college and career information

**Responsive Service:**

17. Provide consultation through conferences, phone calls and individual meetings to:
  - Teachers
  - Parents
  - Administrators
  - Psychologists
  - Diagnosticians
  - Nurses
  - Social Service Specialists
  - Other professionals
16. Locate appropriate resources for referrals to community services.
17. Facilitate and/or assist other campus staff in making referrals to Children's Protective Services.
18. Serve as a member of the campus crisis management team.
19. Conduct small group counseling sessions on various topics, such as:
  - Self-esteem
  - Retention
  - Peer relationships
  - Anger management
  - Grief and loss
  - Divorce
  - Social skills
  - Special needs
  - Bullying

- Dating Violence
- Gender Identity

20. Meet with students for individual counseling on an as needed or limited basis to address school adjustment issues and assess student needs for additional intervention from school, home or community services.

21. Support the development and implementation of campus mentoring programs.

22. Provide booklets, brochures and internet resources on topics of interest to parents and students.

### **System Support:**

23. Plan, organize, and ensure implementations of the campus-wide developmental/preventative guidance program.

24. Participate in and contribute to district and campus leadership teams including:

- Campus administrative team.
- Counselor meetings and committees

25. At principal's discretion, serve as member of the SBDM Team.

26. Support campus programs and special events.

27. Contribute articles to campus publications regarding activities and services of the guidance and counseling program.

28. Provide staff development at campus and district levels, regarding the guidance and counseling program.

29. Provide and/or support parenting education programs at campus and district levels.

30. Assist in coordinating other campus standardized and field-testing programs.

### **Professional growth Development:**

31. Participate in professional growth activities to maintain current counseling practices.

32. Analyze standardized tests, interpret results, and maintain records as required by law.

33. Counsel individuals and groups of students with educational and career planning information when appropriate.

34. Counsel individuals and groups of students in regards to needs and concerns and consult with parents, teachers, administrators, and other individuals when appropriate.
35. Remain current with the application of various technology systems.
36. All other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

May vary from campus to campus  
Oversee assigned students

### **SCHOOL/ORGANIZATIONAL CLIMATE:**

- Maintain professional behavior, promote a positive image, appearance, and work ethic to represent the district in a positive manner at all times and work in a team environment that supports the vision and mission of the district.
- Maintain a positive and effective relationship, good judgment, and decision making with co-workers, supervisors, other district personnel, outside agencies and organization
- Promote teamwork by sharing knowledge, providing cross-training for employees, cooperating with others, participation in meetings and work groups, and supporting the goals and objectives of the district and department
- Demonstrate skill in anticipating, managing and resolving conflict
- Effectively communicates with colleagues

### **OTHER:**

- Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees
- Attend professional growth activities to maintain awareness of current research and issues in the field including technology integration
- Responds to after-hours emergencies as needed

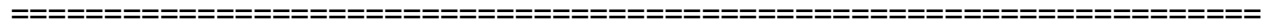
### **WORKING CONDITIONS:**

#### **Mental Demands:**

Ability to read, analyze, write reports, effectively present information and respond to questions from administrators, staff and the general public. Ability to solve practical problems. Ability to apply knowledge of current research and theory to instructional programs. Ability to establish and maintain effective relationships with students, peers and parents, skill in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies. Maintain emotional control.

**Physical Demands / Environmental Factors:**

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. such as boxes of books and technology carts. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. Duties are performed indoors and occasionally outdoors.



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

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_