

Lead Counselor – Middle School

Job Description



Job Title:	Lead Counselor – Middle School	FLSA:	Exempt
Reports to:	Campus Principal	Pay Grade:	CM226
Dept./School:	Assigned Campus	Calendar Days:	226
Contract:	Probationary/Term	Revised:	3.28.23

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, including the needs of special population students.

Qualifications

Education/Certification:

- Master's degree from an accredited college or university
- General qualifications of a teacher and a 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:

- Minimum two (2) years of teaching experience

Major Responsibilities and Duties

Lead Counseling Responsibilities

1. Coordinate all activities of the campus's counseling department.
2. Collaborate with Curriculum AP and Principal concerning master schedule concerns that affect student course selections and schedules (leveling classes, etc.).
3. Plan and collaborate with the campus Principal, Curriculum Assistant Principal, and entire counseling staff to develop campus processes to ensure that the district's timelines will be met.
4. Campus liaison for communication with Director of Guidance and Counseling Department
5. Campus liaison for communication with Director of Student Services
6. Ensure student records are accurate such as transcripts, 4-year programs of study, class schedules, grade records, academic plans and historical records.
7. Audit data entry by SMS clerk and/or ensure counselors audit data entry by SMS clerk
8. Ensure process for requesting and evaluating records for students who transfer from other

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districts is followed.

9. Coordinate job responsibilities for counselors' secretaries and SMS data entry staff member.
10. Collaborate with Curriculum AP and teachers concerning a process for report cards, progress reports, etc.
11. Collaborate with Curriculum AP and testing coordinator concerning counselors' involvement with STAAR, PSAT exams.

Guidance

12. Plan and conduct structured classroom guidance lessons to deliver the district's guidance curriculum effectively and in accordance with students' developmental needs. Collaborate with teachers who teach guidance-related curriculum.
13. Meet with and guide individual students, groups of students, and parents to plan, monitor, and manage the student's own educational and career development including easing school transitions, creating and reviewing personal graduation plans, and providing information about post-secondary opportunities.
14. Use accepted counseling theories and techniques of developmental guidance to counsel individual students, small groups of students, and parents to plan, monitor, and manage a student's own personal, physical, emotional and social development. Provide preventive, remedial, and crisis counseling as needed.
15. Participate in the special education referral process, in ARD meetings, and on EIT committee when appropriate.
16. Assists with the identification of students eligible for special programs, and works closely with school psychologist, teachers, diagnostician, and all ancillary personnel to help student with special problems.
17. Assist in classroom behavior management planning for students, works towards improving morale and aids in teaching by helping teachers know and better understand students.
18. Keeps confidential the counseling relationship and information except when the student's condition requires intervention.
19. Conferences with students, teachers, and parents concerning failing grades and works together for improvement.
20. Maintains and ensures all counseling staff maintains student schedules, provides schedule changes to accommodate needs of students, evaluates records, schedules new students and provides information regarding placement and district policy.

Consultation

21. Coordinate school, home, and community resources and refer students, parent, and others to special programs and services as needed.
22. Consults with school administrators and teachers in identifying students with special abilities and needs and in providing appropriate classroom placement.
23. Work collaboratively to advocate for individual students and specific groups of students providing a continuous flow of information concerning student needs.
24. Communicates effectively, and initiates and support programs with students, professional staff, parents and community that facilitate a positive, caring climate for learning.

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Assessment

25. Interpret standardized test results and assessment data to guide students and parents in individual goal setting and planning and provide appropriate class placement.

Program Management and Administration

26. 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.
27. Advocate for a school environment that acknowledges and respects diversity developing in-service programs for staff as needed.
28. Comply with policies established by federal and state law, State Board of Education rule, and board policy. Comply with all district policies and campus routines and regulations.
29. Adhere to legal, ethical, and professional standards for school counselors including current professional standards of competence and practice; complies with Texas Education Agency (TEA) code.

Professional Growth and Development

30. Participate in staff development activities to improve job-related skills.
31. Attend and participate in faculty meetings and serve on staff committees as required.

Other

32. Perform other tasks and assumes such responsibilities as may be assigned by the school principal and the Superintendent of Schools.

Evaluation

The Counselor's evaluation is a responsibility resting with the Principal. An evaluation shall be completed in writing at least once during the course of each school year.

Work Environment

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Frequent sitting and standing; occasional bending/stooping, pushing, pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

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.