



**Job Title:** Counselor – High School

**Wage/Hour Status:** Exempt

**Reports to:** Principal

**Pay Grade:** AP4

**Dept./School:** Assigned Campus

**Date Revised:** 04/2023

**Primary Purpose:**

Work with school faculty and staff, students, parents, and community to plan, implement, and evaluate a comprehensive developmental guidance and counseling program at school assigned. 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 from an accredited university in Guidance Counseling or related field
- Valid Texas Counseling certificate
- Must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the applicant, before continuing within the process towards possible employment.

**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. Teach campus developmental guidance curriculum consistent with district's guidance program plan and tailored to campus needs.
2. Assist teachers in the teaching of guidance-related curriculum.
3. Guide individuals and groups of students to develop education plans and career awareness.
4. Counseling
5. Counsel individual students and small groups with presenting needs and concerns.

## **Consultation**

1. Consult parents, teachers, administrators, and other relevant people to enhance their work with students.
2. Work with school and community personnel to bring together resources for students.
3. Maintain a communication system that effectively collects and disseminates information to other professionals as appropriate.
4. Develop and maintain positive working relationships with other school professionals and representatives of community resources.
5. Use an effective referral process to assist students and others to use special programs and services.

## **Assessment**

1. Participate in planning and evaluation of campus standardized testing program.
2. Interpret tests and other appraisal results appropriately and communicate with school personnel, students, and their parents.
3. Maintain the confidentiality of student assessment.

## **Program Management**

1. Plan school guidance and counseling programs to ensure that they meet identified needs, priorities, and program objectives.
2. Implement a comprehensive and balanced program.
3. Develop and coordinate a continuing evaluation of the guidance program and individual activities and make changes based on findings.
4. Educate the school staff, parents, and community about the guidance program through a public information program.
5. Compile, maintain, and file all required physical and computerized reports, records, and other documents.
6. Administration
7. Comply with policies established by federal and state law, State Board of Education rule, and board policy in guidance and counseling area.
8. Comply with all district and campus routines and regulations.
9. Maintain a positive and effective relationship with supervisors.
10. Communicate effectively with colleagues, students, and parents.

## **Professional**

1. Adhere to ethical and legal standards and model behavior that is professional, and responsible.
2. Participate in professional development to improve skills related to job assignment.

## **Other**

1. Attendance at work is an essential job function.
2. Perform all other duties as assigned.

## **Supervisory Responsibilities:**

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

**Tools/Equipment Used:**

Standard office equipment including personal computer and peripherals.

**Mental Demands/Physical Demands/Environmental Factors:**

**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); occasional physical restraint of students to control behavior

**Environment:** May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional districtwide and statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress.

**Edgewood Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), age, national origin, disability, military status, genetic information, or on any other basis prohibited by law.**

---

---

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.

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

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_