



Job Title: Aide Counselor

Exemption Status/Test: Non-Exempt

Reports to: Teacher/Principal

Date Revised: May 2023

Dept. /School: Assigned Campus

Pay Grade: P12

Primary Purpose:

Under the direction of the principal and supervision of the counselors, perform various specialized clerical services in a school counseling office.

Qualifications:

Education/Certification:

- High School Diploma or equivalent
- Valid Texas educational aide certificate upon hire

Experience:

- Prior experience working with children, preferred

Special Knowledge/Skills:

- Ability to assist in instructing reading, writing, and mathematics
- Ability to work well with children
- Ability to communicate effectively

Major Responsibilities and Duties:

Instructional Support

1. Record student information on permanent records.
2. Create new student files and ensure completeness of records.
3. Assist with registration of new students, including requesting and sending student records.
4. Setting up cumulative folders and entering student data into appropriate databases or computer programs.
5. Assist with processing changes and adjustments to student schedules.
6. Perform receptionist duties for the counseling office.
7. Communicate effectively with students, parents, faculty, and staff members.
8. Assist counselors with scheduling appointments and meetings.
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10. Assist counselors with scheduling appointments and meetings.

Other

11. Participate in staff development training programs to improve job performance.
12. Participate in faculty meetings and special events as assigned.
13. Follow district safety protocols and emergency procedures.
14. Perform all other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

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

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

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

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

Environment: Work irregular hours; occasional prolonged hours

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



This document describes the general purpose and responsibilities assigned to this job. It 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 _____