

Job Title: 7-12 Counselor

Exemption Status: Exempt/Administrative

Reports to: Principal

Date Revised: 2021

Dept./School: Assigned Campus and Level

Pay Grade: CI 2

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 populations students.

Qualifications:

Education/Certification:

Master's degree in guidance counseling
Valid Texas counseling certificate

Special Knowledge/Skills/Abilities:

Knowledge of counseling procedures, student appraisal, and career development
Excellent public relations, organization, communication, and interpersonal skills
Ability to instruct students and manage their behavior

Experience:

Minimum two years teaching experience

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.

Counseling

5. Counsel individual students and small groups with presenting needs and concerns.

Consultation

6. Consult parents, teachers, administrators, and other relevant people to enhance their work with students.
7. Maintain a communication system that effectively collects and disseminates information to other professionals as appropriate.
8. Use an effective referral process to assist students and others to use special programs and services.
9. Coordinate school, home, and community resources and refer students, parents, and others to special programs and services as needed.

Assessment

10. Participate in planning and evaluation of campus standardized testing program.
11. Interpret tests and other appraisal results appropriately and communicate to school personnel, students, and their parents.

Program Management and Administration

12. Plan school guidance and counseling programs to ensure that they meet identified needs, priorities, and program objectives.
13. 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.
14. Advocate for a school environment that acknowledges and respects diversity.
15. Implement a comprehensive and balanced program.
16. Develop and coordinate a continuing evaluation of the guidance program and individual activities and make changes based on findings.
17. Educate the school staff, parents, and community about the guidance program through a public information program.
18. Compile, maintain, and file all required physical and computerized reports, records, and other documents.

Administration

19. Maintain a positive and effective relationship with supervisors.
20. Communicate effectively with colleagues, students, and parents.

Professional

21. Adhere to ethical and legal standards and model behavior that is professional, and responsible.

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

23. Participate in professional development to improve skills related to job assignment.

Other

24. Maintain confidentiality and comply with policies established by federal and state law, State Board of Education Rule, and Local Board Policy.

25. Demonstrate superior customer service with district staff, students, and community stakeholders.

26. Follow district safety protocols and emergency procedures.

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.

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.

Employee Name: John Quincy Doe

Employee Signature: John Doe Date: 01/01/0001