

Pflugerville Independent School District - Job Description

Job Title/Position:	Counselor, High School (Lead)	Department/School:	Special Programs
Pay Information:	Professional Support Compensation Plan	Supervised By:	Campus Principal
FLSA:	Exempt	Date Revised:	January 2020

Primary Purpose:

Serve as the leader of the counseling and career/military college readiness team for the campus. Plan, implement, lead, and evaluate a comprehensive program of guidance to school assigned, including counseling services. Provide a proactive developmental guidance program to encourage all students to maximize personal growth and development.

Minimum Qualifications (Experience/Education/Certification):

Master's degree and valid Texas school counseling certificate; 2 years experience in school counseling.

Major Responsibilities:

1. Teach school developmental guidance curriculum to students; help teachers incorporate guidance-related information into existing curriculum.
2. Provide guidance to individuals and groups of students to develop education plans and career awareness; counsel individuals and small groups.
3. Consult parents, teachers, administrators, and other relevant people to enhance their work with students.
4. Work with school personnel and school district residents to obtain resources for students. Coordinate people and resources in the school, home, and community.
5. Use an effective referral process to help students and others use special programs and services.
6. Participate in planning and evaluating the campus standardized testing program; interpret tests and other appraisal results.
7. Participate in planning, implementing, and evaluating a comprehensive developmental guidance program to serve all students and to address the special needs of students who are: (a) at risk of dropping out of school, becoming substance abusers, participating in gang activity, or committing suicide; (b) in need of modified instructional strategies; or (c) gifted and talented, with emphasis on identifying and serving gifted and talented students who are educationally disadvantaged.
8. Participate and facilitate ARD, 504, LPAC, and other meetings as necessary.
9. Implement a guidance curriculum to help students develop their full educational, personal, and career objectives.
10. Intervene on behalf of any student whose immediate personal concerns or problems put them at risk.
11. Guide each student so that they can plan, monitor, and manage their own educational, career, personal, and social goals.
12. Support the efforts of teachers, staff, parents, and members of the community promoting the educational, career, personal, and social development of all students.
13. Provide information to parents and students regarding: the importance of postsecondary education, graduation requirements, financial aid availability and requirements, advanced academic programs, and support for students who are homeless or in foster care.
14. Coordinate campus counseling programs that promote transition to post-secondary endeavors Plan school guidance and counseling programs to ensure that they meet identified needs.
15. Develop and coordinate a continuing evaluation of guidance program and make changes based on findings.
16. Provide consultation and training to campus staff regarding guidance and counseling best practices.
17. Support in the development of the campus master schedule and campus programming.
18. Attend and participate in campus and district meetings and professional learning opportunities.
19. Follow Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations.
20. Perform other duties as assigned.

Special Knowledge/Skills:

- Knowledge of all applicable federal, state, and local laws, guidelines and procedures, including guidance and counseling
- Knowledge of growth and developmental stages of youth, counseling procedures, student appraisal, and career development
- Knowledge of curriculum and instruction
- Skill in instructing students and managing their behavior
- Skill in communicating effectively with others
- Skill in working with various forms of equipment including, but not limited to, personal computers, calculators, projectors, and printers
- Skill in working with computer tools, including but not limited to, email, internet, word processing and spreadsheets
- Skill in working in collaborative team-based environments

Supervisory Responsibilities:

None

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Maintain emotional control under stress; must be able to lift and/or carry at least 30 lbs.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: _____

Date: _____

Employee's Printed Name: _____