



Job Description

Position Title:	Counselor Intern
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Function:	Academic Support
Family:	Student and Academic Support Services

Reports to:	Director, School Counseling	Pay Grade:	Flat Rate
Terms of Employment:	<ul style="list-style-type: none">This position is a one-year internship for pre-service counseling candidates to participate in a paid internship with an experienced counselor while completing a Master's degree through one of San Antonio ISD's University Partners (OLLU). The Internship dates vary between the months of August-May.At Will employment agreement.Flat Rate \$27,500.00 for the completed internship.	FLSA Classification:	Non-Exempt
Funding Source:	This position is Federally funded		

Job Scope

Uses significant independent judgment and familiarity of the field to perform work. May be responsible for administration of moderate and complex department programs and may lead a group of employees. May develop policies and procedures and oversee the implementation and execution of them.

Position Summary

To provide appropriate counseling and social services for students and their families to support the emotional well-being of the students, thus increasing their learning readiness. The position is responsible for facilitating communication between students' concerns about academic, social, or emotional concerns, mediating conflict between students and teachers and improving parent and teacher relationships, under the guidance of the Supervising Counselor/School Counselor and the Director of School Counseling. Counseling interns will assist with responsive services, individual planning, guidance curriculum, and system support as aligned to the Texas Model for Comprehensive School Counseling Programs.

Counselor Intern Workday Calendar

Semester	Start Month	End Month	Total Hours
<i>Our Lady of the Lake University (OLLU)</i>			
Fall	August	December	300
Spring	January	May	300

Essential Functions / Key Responsibilities

1. Utilize extensive knowledge of student counseling in designing, planning, implementing, and evaluating a comprehensive developmental guidance and counseling program. Counsel students in elementary, middle, and high school to fully develop each student's academic, career, personal and social goals, as well as address the needs of special populations.



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2. Apply established student counseling practices in conducting individual or group counseling for students and families to overcome problems that impede learning. Apply techniques to deter students from dropping out of school. May conduct clinical interviews and assessments. As appropriate, develops individual treatment plans. Facilitates individual or group counseling for students to overcome problems that impede learning.
3. Assist students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and work with the students and parents in developing the student's educational and occupational plans.
4. Guide students and families in making life impacting decisions, such as occupational choice, post-secondary educational choices, and career evaluations. Design, plan and implement programs and events to assist students in making important life changing decisions. Activities can include campus speakers or field trips to promote awareness of schools, colleges, businesses, and industries. for interested students. May assist with managing campuses annual "Career Day" programs.
5. Participates in and serves as a resource for the teacher/student advisor program of the school. Maintains dialogue with administration, faculty, and parents to better meet the needs of each student.
6. Acquaint students (and parents) with college entrance requirements, i.e. admissions ACT, SAT, TSI etc. and help them to make a realistic comparison between the student's record and abilities, and the specific entrance requirements of the college in which the student is interested. Aid senior students with all the processes of college application including application for financial aid where needed to include any college readiness platform i.e., SchoolLinks, Applied Texas, SENDedu etc.
7. Ensure all activities and counseling are following local, state, and federal regulations. Adheres to applicable laws and regulations governing confidentiality and ethical standards. Adheres to applicable laws and regulations governing confidentiality and ethical standards.
8. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Candidates must be Advanced Standing and work part time Fall and Spring semesters.
- Must be a graduate student completing a master's degree in counseling/school counseling.
- Candidate must have satisfactory outcome of fingerprinting background check. Cost of fingerprinting will be incurred by the grant funding.

Preferred Requirements

- Candidates who are bilingual in Spanish
- Candidates that live within the district's community boundaries
- Candidates who have overcome barriers in education that are like those SAISD students face, i.e., poverty, immigration to the U.S.

Knowledge, Skills & Abilities

- Knowledge of counseling procedures, student appraisal and career development. Excellent organizational, communication and interpersonal skills.
- Proven ability to instruct students and manage their behavior.
- Effective communication skills, both oral and written, with diverse groups of individuals utilizing tact and diplomacy.
- Proven ability to create and maintain a positive office environment.
- Demonstrated ability to maintain strict confidentiality.



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- Ability to communicate effectively in written and oral form.
- Organizational skills

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports

- None

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at: <https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado inmigratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Printed Name:

Date:

Employee Signature: