

JOB TITLE: Counselor
REPORTS TO: Principal/Director of Counselors
DEPT./SCHOOL: Campus Assigned

PRIMARY PURPOSE:

Plan, implement, 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.

QUALIFICATIONS:

Education/Certification:

A master's degree in guidance and counseling
Valid Texas counseling certificate

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:

Three years teaching experience

MAJOR RESPONSIBILITIES AND DUTIES:

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|---------------------|---|
| Guidance | 1. Teach school developmental guidance curriculum to students. 2. Help teachers incorporate guidance-related information into existing curriculum. 3. Provide guidance to individuals and groups of students to develop educational plans and career awareness. 4. Counseling individuals and small groups about their concerns. |
| Consultation | 5. Consult parents, teachers, administrators, and other relevant people to enhance their work with students. 6. Work with school personnel and school district residents to obtain resources for students. 7. Use an effective referral process to help students and others use special programs and services. |
| Assessment | 8. Participate in planning and evaluation of campus standardized testing program. 9. Interpret test and other appraisal results appropriately. |

- Program Management** 10. Plan school guidance and counseling programs to ensure that they meet identified needs.
- 11. Develop and coordinate a continuing evaluation of guidance program and make changes based on findings.
- 12. Compile, maintain, and file all reports, records, and other documents required.
- Administration** 13. Comply with policies established by federal and state law, State Board of Education rule, and board policy in guidance and counseling area.
- 14. Comply with all district and campus routines and regulations.
- 15. Maintain a positive and effective relationship with supervisors.
- 16. Communicate effectively with colleagues, students, and parents.
- Professional** 17. Model behavior that is professional, ethical, and responsible.
- 18. Participate in professional development to improve skills related to job assignment.

SUPERVISORY RESPONSIBILITIES:

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

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:
Maintain emotional control under stress.

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.

Date of Board Approval _____

Signature

Date