



Job Title: Counselor - Elementary

Pay Grade: Administrative Professional 3

Reports to: Principal

Revised: 1/23/2024

Dept./School: District Wide

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:

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

Experience:

- Two years counseling experience

Major Responsibilities and Duties:

Guidance:

- Teach campus developmental guidance curriculum consistent with district's guidance program plan and tailored to campus needs.
- Assist teachers in the teaching of guidance-related curriculum.
- Guide individuals and groups of students to develop education plans and career awareness.

Counseling:

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

Consultation:

- Consult parents, teachers, administrators, and other relevant people to enhance their work with students.
- Work with school and community personnel to bring together resources for students.
- Maintain a communication system that effectively collects and disseminates information to other professionals as appropriate.
- Develop and maintain positive working relationships with other school professionals and representatives of community resources.
- Use an effective referral process to assist students and others to use special programs and services.

Assessment:

- Participate in planning and evaluation of campus standardized testing program.
- Interpret tests and other appraisal results appropriately and communicate to school personnel, students, and their parents.
- Maintain the confidentiality of student assessment

Program Management:

- Plan school guidance and counseling programs to ensure that they meet identified needs, priorities, and program objectives.
- Implement a comprehensive and balanced program.
- Develop and coordinate a continuing evaluation of the guidance program and individual activities and make changes based on findings.
- Educate the school staff, parents, and community about the guidance program through a public information program.
- Compile, maintain, and file all required physical and computerized reports, records, and other documents.

Administration:

- Comply with policies established by federal and state law, State Board of Education rule, and board policy in guidance and counseling area.
- Comply with all district and campus routines and regulations.
- Maintain a positive and effective relationship with supervisors.
- Communicate effectively with colleagues, students, and parents.

Professional:

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

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The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

I understand I work for Abilene ISD and assigned to the _____ Department. The foregoing statements describe the general role and responsibilities assigned to this job. I understand this is not an exhaustive list of all responsibilities and duties that may be assigned; other duties may be assigned as needed.

EMPLOYEE SIGNATURE _____ Date: _____