AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**COUNSELOR MS**			FLSA STATUS:	**EXEMPT**
PAY GRADE:	**PRF 5**	DUTY DAYS:	**197**	DATE REVISED:	**02/11/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM QUALIFICATIONS:

A Master's degree in counseling from an accredited college or university is required. A valid Texas School Counselor Certificate is required. Two (2) years of successful classroom teaching experience is preferred.

SKILL REQUIREMENTS:

This position requires knowledge of counseling techniques, strategies, and the developmental stages of children (social and emotional, mental wellness, and academic growth). Incumbent just have the knowledge of the opportunities and resources available to students upon graduation (e.g., job market trends and outlooks, employment agencies, career, and academic programs). This position also requires knowledge of State, local, Federal, and school policies, and procedures regarding such matters as grade promotion, graduation, and behavior. Knowledge of counseling procedures, student appraisal, and career development. Excellent organizational, communication, and interpersonal skills. Ability to instruct students and regulate their behavior. Ability to present information in one-on-one, small group, and large group situations to students, parents or guardians, and District staff.

JOB PURPOSE AND RESPONSIBILITY:

Plan, implement, and evaluate a comprehensive school counseling program at the assigned campus. Counsel students to fully develop each student's academic, career, personal, and social abilities and address the needs of special population students. Deliver a comprehensive counseling curriculum to various group sizes. Educate students of skills to support and assist them when faced with challenging situations and provide needed resources to navigate crisis situations.

ESSENTIAL FUNCTIONS:

- Interpret standardized test results, provide individual or group counseling to students, offer career development activities, provide strategies for grade level transitions, and advise students in individual goal setting and planning. Provide information regarding college admissions processes, obtaining a part-time job, adjusting to a new school, life situations, and high school graduation requirements.
- Plan, organize, implement, and deliver structured group lessons according to the District's counseling curriculum to improve students' interpersonal and intrapersonal effectiveness, personal health and safety, post-secondary planning and readiness, and other developmental needs.
- Serve as communication facilitator between students, parents/guardians and teachers.
- Provide continued support to students in need through individual counseling, small group counseling, consultation, or referral to services outside the school or district.
- Have knowledge of resources within the community (e.g., for counseling or job referrals).
- Conduct course selection and student scheduling.

- Obtain, record, and interpret student appraisal test data and student records (e.g., intelligence and general aptitude test data. Assist staff with educational placement of students by interpreting assessment data and provide current educational placement for long-term career planning.
- Create and review personal graduation plans and provide information about post-secondary opportunities.
- Create a balanced curriculum by using well-planned and intentional activities and materials, incorporating guest speakers, and offering engaging delivery techniques, including technology tools.
- Assist individual students and their parents or guardians in monitoring their academic, career, personal, and social development as they progress in school.
- Participate in staff development and continuing education opportunities to improve job-related skills and research to identify best practices in implementing a comprehensive school counseling program and belonging to professional organizations.
- Have knowledge of current mental health issues, assess student needs following Austin ISD policy and protocol, and make appropriate referrals, as needed.
- Maintain, compile, file all reports, record, and organize student records for assigned caseload.
- Plan and deliver effective comprehensive counseling, activities and/or experiences in collaboration with stakeholders to support students' academic progress and goals and make adjustments as needed.
- Collaboratively plan and deliver effective comprehensive counseling, activities and/or experiences to enhance students' and parents/guardians' awareness of future options to include college, career and education and resources based on data and make adjustments as needed.
- Provide culturally responsive school counseling activities that promote student learning, achievement, and well-being.
- Collaborate across curricular areas to integrate comprehensive counseling lessons into content area curriculum.
- Use accepted theories and effective techniques of developmental guidance to respond to problematic or critical incidents to support students and offer services in time of need.
- Use preventive activities to remove barriers that interfere with a student's educational, personal, and social development. Serve as an impartial, non-reporting resource for interpersonal conflicts and discourse involving two or more students, including accusations of bullying.
- Use specialized skills to support students in crisis situations requiring immediate response. Maintain a healthy and safe school environment by collaborating with District staff, parents or guardians, and local officials.
- Create school counseling services that are developmental and age appropriate and provide information or literature that highlights related topics to students, teachers, and administrators.
- Act as a student advocate, leader, collaborator, and systems change agent. Advocate for a school environment that acknowledges and respects cultural proficiency and ensures equitable access and placement in courses and programs for diverse populations.
- Participate in campus-based school improvement planning and goal setting.
- Comply with policies established by federal and state law, State Board of Education rule, and board policy. Comply with all District and campus routines and regulations.

- Adhere to legal, ethical, and professional standards for school counselors including current professional standards of competence and practice.
- Follow District safety protocols and emergency procedures.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Services are performed in a standard office or classroom environment. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

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

PERSONAL WORK RELATIONSHIPS:

This position reports directly to and is supervised by the Principal or administrative designee. Supervisor reviews final work. More detailed instruction may be given in unusual cases or as directed by laws and regulations. The incumbent works collaboratively and independently with multiple stakeholder groups including students, parents/guardians, school staff, school/District based decision making teams, and a variety of community representatives (e.g., college representatives, employers, social services agencies) to help students identify opportunities and solve problems. More detailed instruction may be given in unusual cases or as directed by laws and regulations.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	