

## Beeville ISD Job Description

## High School Counselor

---

**Job Title:** High School Counselor

**FLSA Status:** Exempt

**Reports to:** Principal

**Minimum Salary:** \$63,000- \$77,000

**Dept./School:** AC Jones High School

**Date Revised:** May 2025

---

### Primary Purpose:

Plan, implement, and evaluate a comprehensive developmental guidance and counseling program for 9<sup>th</sup> through 12<sup>th</sup> grade students. Fully develop each student's academic, career, personal, and social abilities.

### Qualifications:

#### Education/Certification:

Bachelor's Degree in Elementary or Secondary Education

Master's degree from an accredited college or university

Valid Texas school counselor certificate

#### Special Knowledge/Skills:

Current knowledge of counseling procedures, student appraisal, and career development

Excellent organizational, communication, and interpersonal skills

Ability to instruct students and manage their behavior

Ability to present information in one-on-one, small group, and large group situations to students, parents, and district staff

#### Experience:

Three years teaching or equivalent classroom experience

### Major Responsibilities and Duties:

#### Guidance

1. Plan and conduct structured group lessons to deliver the District's guidance curriculum effectively and in accordance with students' developmental needs. Collaborate with teachers who teach guidance-related curriculum.
2. Guide individual students, groups of students, and parents to plan, monitor, and manage the student's own educational and career development including creating and reviewing personal graduation plans and providing information about post-secondary opportunities.
3. Use accepted theories and effective techniques of developmental guidance to counsel individual students, small groups of students, and parents to plan, monitor, and manage a student's own personal and social development. Provide preventive, remedial, and crisis counseling as needed.

## Consultation

4. Coordinate school, home, and community resources and refer students, parents, and others to special programs and services as needed.
5. Work collaboratively to advocate for individual students and specific groups of students.

## Assessment

6. Interpret standardized test results and assessment data to guide students in individual goal setting and planning.

## Program Management and Administration

7. Plan, implement, evaluate, and promote continuous improvement of a balanced comprehensive developmental guidance and counseling program that includes guidance curriculum, responsive services, individual planning, and system support components.
8. Advocate for a school environment that acknowledges and respects diversity.
9. Compile, maintain, and file all reports, records, and other documents.
10. 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
11. Adhere to legal, ethical, and professional standards for school counselors including current professional standards of competence and practice.
12. Perform all tasks and responsibilities as assigned by District or campus administration.

## Mental Demands/Physical Demands/Environmental Factors:

**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

# Beeville ISD Job Description

# High School Counselor

---

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

*In accordance with Federal law and the United States Department of Agriculture policy, Beeville ISD is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.*