

Carroll Independent School District

Job Description

JOB TITLE: Guidance Counselor

Pay Grade: 001

Employment Days: 197, 203, 207

Supervisor: Principal

Department: Campus-Based Professional

Wage/Hour Status: Exempt

MISSION:

Building on a Dragon tradition of excellence, the Carroll Independent School District will foster a safe, caring, and creative learning environment that inspires students to realize their full potential as they positively impact the world around them.

JOB SUMMARY:

This position will provide leadership in developing, achieving, evaluating, and maintaining the best possible educational programs, services, and activities.

QUALIFICATIONS:

- Effective interpersonal skills
- Excellent oral and written communication skills
- Valid Texas Counselor Certificate
- Master's Degree
- Valid certification as set by state certification standards
- Such alternatives to the above qualifications the Board of Trustees may find appropriate and acceptable

MAJOR RESPONSIBILITIES:

Instructional Management

- Receive general instructions from the school Superintendent or Principals regarding overall operations of counselor's functions pursuant to the job description and as established by the Texas Education Agency

School/Organizational Climate

- Provide for each new student a cumulative record which contains personal data, health record, attendance, test scores, and grades
- Maintain student records and protects their confidentiality
- Coordinate the district achievement testing
- Share with and interprets to teachers standardized test data which is available on pupils
- Summarize objective and subjective data for use in curriculum planning purposes
- Assist in identifying students with special abilities and needs
- Serve as a member of the educational team in developing and modifying the curriculum
- Participate in conducting local research relating to pupil needs and evaluating the educational, guidance, and counseling program

School/Organizational Improvement

- Prepare, collect, and make available to students and parents information concerning school offerings, opportunities for further education, careers, and career awareness, exploration, and training opportunities
- Assist pupils in obtaining financial aid to remain in high school and for college education
- Plan with teachers and administrators for meeting instructional needs of students K-12 at all levels of achievement
- Assist pupils in obtaining financial aid to remain in high school and for college education
- Aid students in developing long-range educational plans and in making appropriate choices of school courses
- Administer placement and aptitude tests so that youngsters may be placed in the most appropriate program
- Assist students in making the transition successfully from one school level to another and from school to employment
- Provide student information to colleges and potential employers according to provisions of the Board's policy on student records
- Make recommendations to colleges for admissions and scholarships
- Provide a follow-up program for dropouts and graduates.

Personnel Management

- Help students to become aware of his/her potential and interests and to develop these to the fullest
- Provide parents with information about their children with due regard to the child's desire for confidentiality
- Hold conferences to assist parents in understanding their children and in obtaining realistic perceptions of their children's potentials

Administration and Fiscal/Facilities Management

- Inform students and parents of the availability of such services

Student Management

- Share appropriate pupil data with due regard for the student's desire for confidentiality; interpret data; provide information in regard to its limitations and proper use.
- Share information regarding the growth and development of students
- Consult with co-workers in identifying and working with students with special needs and problems
- Participate in planning and implementing staff development education programs

Professional Growth and Development

- Describe objectively the population of the school as a basis for future planning
- Determine progress of student body through norm reference and criterion reference tests and follow-up studies of grades made by students
- Suggest areas of curriculum in need of study and possible revision
- Keep informed concerning occupational trends in the community and also nationally.
- Make systematic judgments of the relative effectiveness with which goals of the guidance and counseling programs are attained in relation to specified standards

School/Community Relations

- Keep abreast of innovative practices.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Maintain a professional level of confidentiality regarding all district matters.
- Uphold and adhere to safety rules.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.

EQUIPMENT USED:

Personal computer, telecommunication and other equipment such as LCD panel projections, overhead projectors, slide projectors, VCRs, tape recorders, calculators, fax machines and copiers

MENTAL DEMANDS:

This individual should be a self-motivated starter; perform tasks with little or no supervision; maintain a proactive attitude when establishing relationships among district personnel; and maintain emotional control under stress

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

This position will require approximately 25% walking; 50 % standing/sitting and 25% lifting; carrying up to 25 lbs; and stooping/bending.

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: _____ DATE: _____
(Director of Personnel Services)

APPROVED BY: _____ DATE: _____
(Assistant Superintendent for Administrative Services)

Date Created: 7/2003	Date(s) Revised: 10/2015
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