

CLEVELAND INDEPENDENT SCHOOL DISTRICT

Job Description

316 EAST DALLAS STREET | CLEVELAND, TEXAS 77327 | WWW.CLEVELANDISD.ORG | 281.592.8717

TITLE:	Elementary Counselor	STATUS:	Exempt
REPORTS TO:	Principal	TERMS:	196 Days
DEPARTMENT:	Assigned Campus	PAY GRADE:	AD3

PRIMARY FUNCTION

Plan, implement, and evaluate a comprehensive developmental guidance and 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.

QUALIFICATIONS

Education/Certification:

Master's degree in counseling from an accredited college or university

Valid Texas school counselor certificate

Special Knowledge/Skills:

Knowledge of school district organization, operations, and administrative policies

Ability to read and comprehend instructions, short correspondence, and memos

Ability to make independent decisions regarding planning, organizing, and scheduling

Excellent public relations, organization, communication, and interpersonal skills

Ability to use software to develop spreadsheets, perform data analysis

Ability to multi-task numerous complex administrative activities

Experience:

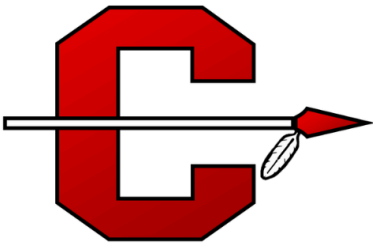
Two years creditable experience as a classroom teacher

EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of personnel.

ESSENTIAL JOB FUNCTIONS:

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.

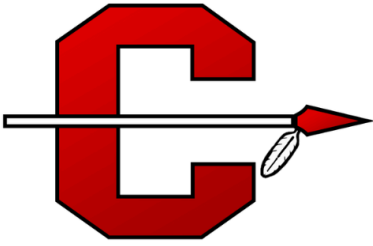


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3. Use accepted theories and effective techniques of developmental guidance to counsel individual students, small groups of students, and parents to plan, monitor, and manage a student's own personal and social development. Provide preventive, remedial, and crisis counseling as needed.
4. Serve as an impartial, non-reporting resource for interpersonal conflicts and discourse involving two or more students, including accusations of bullying.
5. Coordinate school, home, and community resources and refer students, parent, and others to special programs and services as needed.
6. Work collaboratively to advocate for individual students and specific groups of students.
7. Interpret standardized test results and assessment data to guide students in individual goal setting and planning.
8. 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.
9. Advocate for a school environment that acknowledges and respects diversity.
10. Compile, maintain, and file all reports, records, and other documents.
11. 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
12. Adhere to legal, ethical, and professional standards for school counselors including current professional standards of competence and practice.
13. Direct the work of counseling aide(s) and clerical employee(s).
14. Observe employee performance, record observations, and conduct evaluation conferences. Serve as second appraiser as needed for the designated teacher appraisal system.
15. Assist principal in interviewing, selecting, and orienting new staff.
16. Work with campus-level planning and decision-making committees to plan professional development activities and encourage participation in these activities.
17. Articulate the school's mission to the community and solicit its support in realizing the mission.
18. Demonstrate awareness of school-community needs and initiate activities to meet those needs using appropriate and effective techniques to encourage community and parent involvement.
19. Use action plan information for self-directed improvement.
20. Take an active interest in professional organizations to promote improvement.
21. Engage in professional development activities to improve leadership effectiveness.
22. Maintain confidentiality.
23. Reliable attendance and punctuality.
24. Follow district safety protocols and emergency procedures.
25. Participate in staff development activities to improve job-related skills.
26. Comply with state, district, and school regulations and policies.
27. Attend and participate in faculty meetings and serve on staff committees as required.
28. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
29. Perform other duties as assigned by supervisor and the Superintendent of Schools.



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WORK ENVIRONMENT

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 25 pounds)

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

Environment: Indoors including but not limited to: classroom, cafeteria, library, or other campus location. Outdoors (exposure to sun, heat, cold, and inclement weather). Exposure to noise. May work prolonged or irregular hours. A remote location in the event of a declared emergency, temporary closure, or closure. Personal Protective Equipment may be required.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed to the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Employee Signature

Date