



Crandall Independent School District

Job Description

Job Title: Coordinator of School Counseling
Reports To: Chief Academic Officer
Dept./School: Administration Building

Wage/Hour Status: Exempt
Date Revised: April 18, 2024

Primary Purpose:

Coordinate the planning and implementation of the Crandall ISD PK-12 counseling for all campuses/

Qualifications:

Education/Certification:

Administration certification

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

Valid Texas school counselor certificate

Special Knowledge/Skills:

Specific knowledge of the American School Counselor Association Comprehensive (ASCA) Counseling Program

Executive leadership skills to lead a large counseling PK-12 program successfully

Knowledge of systemic design model and program improvement development

Understanding of current counseling issues impacting students and families

Knowledge of appropriate counselor interventions for student achievement and behavior

Crisis management skills and the ability to train counselors and administrators in crisis management

Ability to produce professional presentations, recognition events for students and staff, and develop a marketing program

Ability to successfully manage a budget, including grant funding

Excellent organizational, communication, public relations, and interpersonal skills

Computer skills – Google Suite, Microsoft Office, and other software used by CISD

Experience:

Five (5) years of teaching experience

Five (5) years of counseling experience

Major Responsibilities and Duties:

Program Management and Administration

1. Ensure the implementation of the Crandall ISD counseling scope and sequence for counseling
2. Host monthly meetings for counselors that focus on implementing the counseling program. Provide current information on counseling issues, discuss district policies and guidelines, and seek input from counselors.
3. Develop a district public calendar yearly. It should include all counselor activities and information for students and parents.
4. Work with the lead secondary counselor to develop a monitoring and tracking system for College Military Readiness (CCMR), FAFSA completions, student academic failure, and student attendance.

5. Ensure that Crandall ISD counselors are hosting vertical planning meetings that focus on transactions, course selections, student/parent informational activities, advanced academics, extra-curricular activities, and elective opportunities.
6. Provide professional development for counselors, direct and indirect services to students and families, crisis counseling, mental health support and resources, and community resources.
7. Keep informed of and comply with state, district, and school policies for public school counseling.

Organizational Climate

8. Ensure clear expectations are set and communicated frequently with regard to fidelity in implementing the Crandall ISD Comprehensive Counseling Program at each campus.
9. Employ a collaborative decision-making process; foster and promote collegiality and team building.
10. Communicate and support expectations consistent with the district mission and strategic plan.
11. Interact consistently and equitably with all personnel.
12. Interact sensitively and fairly with persons from diverse cultural backgrounds
13. Delegate duties, responsibilities, and functions effectively and equitably.
14. Ensure that programs are cost-effective and funds are managed prudently.
15. Ensure that all pertinent information is reported to appropriate departments.
16. Collaborate with campus administrators on comprehensive counseling program implementation and crisis management planning.

Community Relations

17. Communicate the district's needs and programs to parents and the community and respond to their concerns in a timely manner
18. Work effectively with community agencies and partners
19. Secure consultants, specialists, and other community resources to assist in meeting program goals
20. Maintain and be aware of community resources, referrals, and other assistance available to students and families
21. Take an active role in working with community agencies providing services that benefit students and families
22. Follow the attendance policy as assigned by the supervisor

Policy, Report, and Law

23. Comply with policies established by federal and state law, State Board of Education rules, and board policy. Recommend changes to district policies and develop and update procedures and guidelines related to counseling programs and services.
24. Adhere to school counselors' legal, ethical, and professional standards, including current professional standards of competence and practice.
25. Compile, maintain, and file all reports, records, and other documents.

Personnel Management

26. Assist campus administrators in hiring and evaluating school counselors. Participate in the recruitment, selection, and training of school counselors and make recommendations for personnel placement, assignment, retention, discipline, and dismissal.
27. Develop and deliver training to counseling staff that supports professional growth and ethics and a consistent interpretation of district policies and state laws and regulations.

Other

28. Be available by phone, email, or video conferencing to confer with district personnel, students, and/or parents.

- 29. Communicate with students or parents regularly via phone, video conference, email, or district-approved website.
- 30. Maintain confidentiality.
- 31. Follow district safety protocols and emergency procedures.

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 (under 15 pounds); occasional physical restraint of students to control behavior

Environment: Work inside, regular district-wide travel

Mental Demands: Maintain emotional control under stress; may work prolonged or irregular hours

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

Print Name

Signature

Date