JOB DESCRIPTION

LOCATION: 
CAST STEM HIGH SCHOOL

POSITION: 
CAST STEM COUNSELOR

JOB QUALIFICATIONS:

Education/Certification:
* Master’s degree in Counseling and/or Guidance
* Valid Texas Counselor Certificate
* Valid Texas Teacher Certificate

Special Knowledge/Skills:
* Possess excellent communication skills - written and oral
* Ability to interact successfully with students, parents, staff and community
* Strong organizational skills
* Knowledge of curriculum at assigned level
* Knowledge of available and appropriate community agencies and resources
* Ability to work with students in crisis on a one to one basis

REQUIRED EXPERIENCE:

• Three (3) years classroom teaching experience at grade level in the public or accredited school system

JOB DESCRIPTION:
Help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

DUTIES AND RESPONSIBILITIES:

• Assist students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and work with students in evolving education and occupation plans in terms of such evaluation.
• Assist in upholding school rules, administrative regulations, and Board policy.
• Ability to provide students with the counseling they need to plan an educational path that will qualify and lead student(s) to choice or achieve their desired career.
• Develop long-term and short-range plans for a complete guidance program for the students assigned based on the needs and expectations of the populations to be served.
• Track student's progress to ensure they service the necessary assistance and remain focused on obtaining the best education the school district can provide.
• The counselor is responsible for providing a complete program of guidance services for the school(s) assigned.
• Assist with the district-testing program within the framework established by board policy.
• Coordinate or interpret the results of testing to teachers, students and parents.
• Serve as a consultant to teachers and parents in the academic and
behavioral areas.

- Develop and maintain effective individual and group relationships with students and parents.
- Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
- Keep teachers informed of developments concerning individual pupils, which have a bearing upon the classroom situation.
- Takes an active role in interpreting the school's objectives to students, parents, and the community at large.
- Provide parents with information about the counseling program and their role in supporting the program.
- Assists parents in developing realistic perceptions about their children's aptitudes, abilities interests and developments.
- Maintain abreast of all local, state, and federal services available to students.
- Assist in student referral to other agencies and coordinate the services for the students.
- Works with teachers and other staff members to familiarize them with the general range of services offered by the student personnel services department, and to improve the educational prospects of individual students being counseled.
- Maintains and interprets accurate academic records and uniform transcript records for assigned students.
- Participates in staff in-service and professional development activities.
- Daily attendance and punctuality are essential functions of the job.
- Perform other duties as assigned.

**OTHER INFORMATION:**

**Mental & Physical Demands/Environmental Factors:**
Ability to communicate effectively (verbally and written), concentrate, reason, analyze differentiate, read, coordinate, instruct, and maintain emotional control under stress. Ability to lift and/or carry (40+ lbs), stand, climb, push, reach, perform repetitive hand motions, and may work prolonged or irregular hours.

**SALARY:**
Counselors Salary Pay Scale

**DAYS:**
226

I have received a copy of the job description for my position.  Date____________________________

_________________________________________________ ______________________________
Employee Name (print)  Signature