

**FORT SAM HOUSTON INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Counselor

Exemption Status/Test: Exempt/Professional

Date Revised: June 23, 2023

Reports to: Principal

Dept./School: Assigned Secondary Campus

Primary Purpose:

Plan, implement, and evaluate a comprehensive program of guidance to school assigned, including counseling services. Provide a proactive, developmental guidance program to encourage all students to maximize personal growth and development.

Qualifications:

Education/Certification:

A master's degree in guidance counseling
Valid Texas counseling certificate

Special Knowledge/Skills:

Knowledge of counseling procedures, student appraisal, and career development
Excellent organizational, communication, and interpersonal skills
Ability to instruct students and manage their behavior

Experience:

Three years teaching experience
Prior high school counseling experience, (preferred)

Major Responsibilities and Duties:

Guidance

1. Implement school developmental guidance curriculum to students.
2. Help teachers incorporate guidance-related information into existing curriculum.
3. Provide guidance to individuals and groups of students to develop educational plans and career awareness.
4. Shall advise students and their parents or guardians regarding the importance of higher education, coursework designed to prepare students for higher education, and financial aid availability and requirements.

Consultation

5. Counseling individuals and small groups about their needs and concerns.
6. Consult parents, teachers, administrators, and other relevant people to enhance their work with students.
7. Work with school personnel and school district residents to obtain resources for students.
8. Use an effective referral process to help students and others use special programs and services.

Assessment

9. Participate in planning, implementation and evaluation of campus standardized testing program.
10. Interpret test and other appraisal results appropriately.
11. Maintain the confidentiality of student assessment,

Program Management

12. Plan school guidance and counseling programs to ensure that they meet identified needs, priorities and program objectives.
13. Develop and coordinate a continuing evaluation of guidance program and make changes based on findings.
14. Compile, maintain, and file all reports, records, and other documents required.

Administration

15. Comply with policies established by federal and state law, State Board of Education rule, and board policy in guidance and counseling area.
16. Comply with all district and campus routines and regulations.
17. Maintain a positive and effective relationship with supervisors.
18. Communicate effectively with colleagues, students, and parents.

Professional

19. Model behavior that is professional, ethical, and responsible.

20. Participate in professional development to improve skills related to job assignment.

Supervisory Responsibilities:

Supervise assigned counseling secretary, student aides and counseling aide(s).

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

- Work with frequent interruptions, maintain emotional control under stress.
- Repetitive hand motions.
- Occasional prolonged and irregular hours.
- Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- Promote teamwork and interaction with fellow staff members.
- Maintain confidentiality of information.
- Alternative Methods of Performing Duties.
- Perform other duties as assigned.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by:

Campus Administrator

Date:

Reviewed by:

Employee

Date:

Logged by:

Central Office Representative

Date: