



**PLEASE POST**

**POSITION AVAILABLE  
GALENA PARK INDEPENDENT SCHOOL DISTRICT**

- Position:** Middle School Counselor
- Description:** Plan, implement and evaluate a comprehensive counseling and guidance program in a way that includes and educates both parents and students in a manner that supports the educational process. Use a planning process to define needs and priorities of population served. Provide a proactive, developmental guidance program for all students to maximize personal growth and development.
- Salary:** Based on Experience
- Length of Assignment:** 197 Days
- Qualifications:**
- Minimum Education/Certification:**  
Master's Degree in Guidance/Counseling  
Valid Texas Certificate in Counseling
- Special Knowledge/Skills:**  
Excellent communication skills  
Knowledgeable of available District and community support services  
Knowledge of current effective counseling strategies and techniques
- Standard of Professional Conduct:**  
As an employee of Galena Park ISD, you will be expected to follow the Board of Trustees Policy, the GPISD Employee Handbook, departmental and/or campus procedures, and all local, state and federal laws and policies.
- Experience:**  
Two years of teaching experience
- \*\*\* JOB DESCRIPTION ATTACHED \*\*\*
- Deadline:** **OPEN UNTIL FILLED**
- Contact:** Jerid Link, Executive Director for HRS – Compliance & Hearing  
Galena Park Independent School District  
14705 Woodforest Blvd., Houston, TX 77015  
[jlink@galenaparkisd.com](mailto:jlink@galenaparkisd.com)
- Application:** **Internal (In District) Applicants – Please click on the link below to create an account and upload your current Letter of Interest and Resume:**  
<https://www.applitrack.com/galenaparkisd/onlineapp/>
- Out of District – Please click the link below to submit an application:**  
<https://www.applitrack.com/galenaparkisd/onlineapp/>

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Middle School Counselor	<b>PAY GRADE:</b> 104
<b>REPORTS TO:</b>	School Principal	<b>WORK DAYS:</b> 197 Days
<b>DEPT/SCHOOL:</b>	Assigned Campus/ Department of Educational Support	<b>DATE REVISED:</b> 03/19
<b>WAGE/HOUR STATUS:</b>	Exempt	

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### **PRIMARY PURPOSE:**

Plan, implement and evaluate a comprehensive counseling and guidance program in a way that includes and educates both parents and students in a manner that supports the educational process. Use a planning process to define needs and priorities of population served. Provide a proactive, developmental guidance program for all students to maximize personal growth and development.

### **QUALIFICATIONS:**

#### **Minimum Education/Certification:**

Master's Degree in Guidance/Counseling  
Valid Texas Certificate in Counseling

#### **Special Knowledge/Skills:**

Excellent communication skills  
Knowledgeable of available District and community support services  
Knowledge of current effective counseling strategies and techniques

#### **Minimum Experience:**

Two years of teaching experience

### **MAJOR RESPONSIBILITIES AND DUTIES:**

#### **Guidance Curriculum**

1. Teach developmental preventative guidance curriculum and coordinate the provision of instruction by others in units with planned lessons for small or classroom-sized groups of students at all grade levels on the following topics:

## **MAJOR RESPONSIBILITIES AND DUTIES CONTINUED:**

- Self-confidence Development
  - Motivation to Achieve
  - Decision-making, Goal-setting, Planning, and Problem-solving Skills
  - Interpersonal Effectiveness
  - Communication Skills
  - Cross-cultural Effectiveness
  - Responsible Behavior
2. Identify appropriate resources and materials necessary for presenting the guidance curriculum.
  3. Collaborate with, and provide assistance to other school team members who may integrate the guidance topics with other curricula.
  4. Coordination of Career Counseling which may include the following:
    - Classroom presentations regarding the importance of higher education
    - Individual academic career planning
    - 4-year high school plans
    - Assisting teachers in instructing students on how to interpret and utilize results from the 8<sup>th</sup> grade career planning survey
  5. Coordinate classroom and small group guidance lessons with campus and district goals.
  6. Maintain accurate records: (skyward counselor file, monthly campus activities), and schedule students

### **Responsive Services:**

7. Provide consultation through conferences, phone calls and individual meetings to:
  - Teachers
  - Parents
  - Administrators
  - Psychologist
  - Diagnostician
  - Nurse
  - Youth Service Specialist
  - Other professionals
8. Locate appropriate resources for referrals to community services.

## **MAJOR RESPONSIBILITIES AND DUTIES CONTINUED:**

9. Facilitate and/or assist other campus staff in making referrals to Children's Protective Services and respond to requests for information from Children's Protective Services.
10. Serve as a member of the campus crisis intervention team.
11. Conduct small group counseling sessions on various topics, such as:
  - Self-esteem
  - Retention
  - Peer Relationships
  - Anger management
  - Grief and loss
  - Divorce
  - Social skills
  - Special needs
  - Bullying
  - Dating/Family Violence
12. Meet with students for individual counseling on an as needed or limited basis to address school adjustment issues and assess student needs for additional intervention from school, home or community services.
13. Support the development and implementation of campus mentoring programs.
14. Provide information and resources on topics of interest to parents and students.

### **Individual Planning:**

15. Provide parent consultation regarding student needs at new student registration.
16. Provide consultation to parents regarding student progress as needed throughout the year.
17. Provide consultation to students regarding academic matters (e.g. credit by exam; four-year plans; summer school placement; course selection and scheduling; Duke Talent Search program.)
18. Provide consultation to teachers regarding student concerns.

## **MAJOR RESPONSIBILITIES AND DUTIES CONTINUED:**

19. Referral process:

- attending staffing's as needed
- attending ARD's as needed

20. Interpret assessment data and test results and consult with parents, students and school staff in order to assist in formulating realistic goals for students (STAAR; career planning survey; special program testing.)

### **System Support:**

21. Plan, organize, and ensure implementation of the campus-wide Developmental Guidance Program.

22. Participate in and contribute to district and campus leadership teams including: (Campus administrative team, counselor meetings and committees, team meetings)

23. At principal's discretion, serve as member of SBDM Team.

24. Support campus programs and special events.

25. Contribute articles to the campus newsletter regarding activities and services of the guidance and counseling program.

26. Provide staff development at campus and district levels, which furthers knowledge and understanding of the guidance and counseling program.

27. Provide parenting education programs at campus and district levels.

28. Assist in other campus standardized and field-testing programs (advanced placement exams; 8<sup>th</sup> grade Career Planning Survey; STAAR/EOC)

29. Consult with teachers in instructing students on how to interpret and utilize the results from the Career Planning Survey.

30. Continue to enhance personal and professional development by attending conferences and workshops.

31. Remain current with the application of various technology systems.

32. Keep accurate records of system support services provided.

**MAJOR RESPONSIBILITIES AND DUTIES CONTINUED:**

33. Standardized testing, professional development activities, campus support activities, and parent education programs

34. All other duties as assigned.

**SUPERVISOR RESPONSIBILITIES:**

May vary from campus to campus

**WORKING CONDITIONS:**

**Mental Demands:**

Ability to read, analyze, write reports, effectively present information and respond to questions from administrators, staff and the general public. Ability to solve practical problems. Ability to apply knowledge of current research and theory to instructional program. Ability to establish and maintain effective relationships with students, peers and parents. Skilled in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies. Maintain emotional control.

**Physical Demands/Environmental Factors:**

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. such as boxes of books and technology carts. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. Duties are performed indoors and occasionally outdoors.

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

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_