



JOB DESCRIPTION

Job Title:	Counselor – Secondary	Status:	Exempt
Reports to:	Principal	Terms:	196 days
Pay Grade:	Admin Pay Grade 3	Salary Range:	\$66,515-78,253
Dept./School:	Ball High School	Date Revised:	March 2, 2026

Position Requirements:

Assist students in obtaining the maximum benefit from their school experiences. To implement the developmental and comprehensive guidance activities, helping students grow and develop by teaching them how to: make decisions, work with others, respect the rights of other, assume responsibility of oneself, and develop a positive self-image. Provide a full range of services, including assessment, remediation, information, individual and group counseling, placement follow-up, master scheduling, consultation and referral.

Education/Certification/License:

A Master's degree in education, school counseling preferred.
Valid Texas School 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
Knowledge of Skyward Computer System preferred

Experience:

Two years' experience as a classroom teacher

Duties/Responsibilities:

1. Assists with master schedule creation and oversees student schedule change
2. Understand 504 process and coordinates meetings
3. Able to read and interpret PEIMS data
4. Assist with student report cards and ensures accuracy
5. Plan, implements and evaluates a comprehensive program of guidance, including counseling services
6. Teaches the school developmental guidance curriculum

7. Assists teachers in the teaching of guidance-related curriculum
8. Guides individual and groups of students through the development of educational plans and career awareness
9. Counsels individual students and develops intervention when needed
10. Uses accepted theories and techniques appropriate to school counseling
11. Consults with parents, teachers, administrators, and other relevant individuals to enhance their work with students
12. Coordinates with school and community personnel to bring together resources for students
13. Uses an effective referral process for assisting students and others to use special programs and services
14. Participates in the planning and evaluation of the school standardized testing program
15. Interprets test and other appraisal results appropriately
16. Any other duties as assigned by the principal

The Galveston Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law.

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

Employee's Signature _____

Date _____

Supervisor's Signature _____

Date _____