POSITION TITLE: School Counselor

JOB CODE: 000065, 001055, 000055, 001065, 006055, H00055

CONTRACT LENGTH: Varies

PAY GRADE: 10 ES

IMMEDIATE SUPERVISOR: Principal

POSITION SUMMARY:
The School Counselor is responsible for promoting student success, providing preventive services, and responding to identified student needs by implementing a comprehensive school counseling program that addresses academic, social, and emotional development.

MAJOR DUTIES & RESPONSIBILITIES:

- Develop, implement, and evaluate a comprehensive counseling and guidance program based on the American School Counselor Association (ASCA) framework to address the needs of all students.
- Conduct needs assessments and utilize data to identify and support targeted areas of need on their campus.
- Address all students’ social/emotional development needs by designing, implementing, evaluating, and enhancing a comprehensive school counseling program that promotes and enhances student success.
- Provide direct services through the identified counseling and guidance program to students with presenting needs/concerns.
- Consult with parents, school staff, and community stakeholders to help increase student outcomes for success.
- Coordinate and partner with College and Career Readiness programs to expose and support student development of career awareness and academic planning.
- Facilitate scheduling and course selection process; ensure students’ coursework is aligned to grade and skill level.
- Provide in-service training on guidance topics and curriculum for teachers, administrators, and campus stakeholders.
- Support teachers in developing and delivering classroom guidance activities and lessons based on the school’s guidance counseling curriculum.
- Interpret standardized test results and other assessment data to help students make educational and career plans and assist with the implementation of assessments.
- Perform other counseling and guidance related duties as assigned.

Education:
Master’s degree from an accredited college or university in Counseling and Guidance.

Certifications:
Texas Education Agency Counselor Certification.

Work Experience:
Two years exemplary teaching experience.

Working knowledge of personal computers and applicable software.

Other Requirements:
Ability to communicate effectively in both written and oral forms with all levels of management, both internal and external to the department.

Ability to discern the sensitivity of internal/external communications in a large public organization and an awareness of the elements of public relations.

Ability to work effectively with a diverse student and community population.

Ability to adjust the eye to bring an object into focus; judge distance (close and distant); reach with arms extended and use hands to manipulate the keyboard.

Ability to lift and carry up to 20 pounds, stand, stoop, kneel, crouch, walk, twist, bend, climb and/or be mobile.