

JOB TITLE: Counselor–Elementary/Intermediate/High School
DATE REVISED: October 30, 2023
REPORTS TO: Principal
DEPARTMENT/CAMPUS: Student Services
PAY GRADE/DUTY DAYS: AP4, 193 (Elementary), 202 (Intermediate), 204 (High School)
FLSA: Exempt

JOB PURPOSE SUMMARY:

This position is responsible for planning and implementing comprehensive counseling program services, including but not limited to, guidance curriculum, individual planning, responsive services, and system support. This position is also responsible for counseling students to fully develop each student's respective academic, career, personal, and social abilities.

KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:

Professional Counseling:

1. Utilizes, organizes, and implements District created lesson plans for character education.
2. Collaborates with students to identify personalized educational, career, personal, and social development goals.
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4. Conducts individual and group counseling sessions for students with presenting needs and concerns.
5. Refers students as needed to outside resources for mental/physical/emotional needs
6. Collaborates with parents, teachers, administrators, and other shareholders to enhance their work with students.
7. Coordinates with school and community personnel to build referral networks for individual student needs, as needed.
8. Consults and collaborates with other counselors.
9. Assists with student involvement opportunities and programs on campus.
10. Develops age appropriate college and career awareness activities and collaborates with other campus personnel regarding the implementation of the activities.
11. Assists students in need of possible special programs and services by utilizing the District Response Intervention Protocol (RTI).
12. Develops and implements professional development training for campus staff, as needed.
13. Communicates with other educators, parents, and students and gives input into ARDs, as needed.
14. Reviews appropriate academic assessments and answers any questions from students or family, as needed.
15. Documents time with students and/or families in the applicable system(s) of record.
16. Provides crisis intervention and post-crisis counseling to students and families, as needed.

Compliance:

17. Performs all assigned work activities in accordance with standard procedures and protocols established by the department and District, and in accordance with applicable standards, procedures, protocols, practices, and requirements as set forth by regulations and governing entities including, without limitation, Texas Model for Comprehensive School Counseling, Texas Association of School Boards, and Texas Education Agency (TEA).
18. Demonstrates and maintains relevant and up-to-date working knowledge and understanding of all applicable state and regulatory requirements applicable to the job function.
19. Monitors respective work activity for variances and anomalies.
20. Identifies and timely reports any known or suspected compliance issues to appropriate personnel.
21. Assists with audits, including the preparation for audits, whether initiated internally or externally.
22. Adheres to all other District wide policies and procedures including, but not limited to, human resources, safety, and emergency protocols.

General:

23. Consistently demonstrates support towards the District's Shared Vision, Mission, and Promise 2 Purpose.
24. Assists department leadership in the compilation of miscellaneous confidential reports.
25. Attends departmental and District meetings, as required.
26. Consistently displays integrity, responsibility, accountability, teamwork, and ethics.
27. Performs assigned job duties and responsibilities in accordance with established performance expectations, as well as with District policies, procedures, protocols, and standard practices.
28. Maintains relevant and up-to-date job knowledge by participating in continuous education initiatives.
29. Demonstrates proficient working knowledge and understanding of Microsoft Excel, Word, PowerPoint, and Outlook, Google Shared applications to include Google Sheets, Google Docs, and Google Slides, as well as database systems and applications relevant to the job function.
30. Performs other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS

- Master's Degree in School Counseling, or related field
- Active and Valid Texas Teacher's Certificate duly issued by the State Board of Education Certification.
- Active and Valid Texas school counselor certificate duly issued by the State Board of Education Certification.
- Three (3) years of experience working in a teaching capacity; or
- An equivalent combination of education and work experience.

CORE KNOWLEDGE, SKILLS & ABILITIES:

Interpersonal Skills – Exhibits the ability to excel in a team atmosphere, working towards a common goal while adhering to departmental deadlines and District guidelines. Monitors and verifies work, information, as well as data, and plans and organizes time and resources efficiently.

Empathy – Genuinely seeks to understand and respect others' perspectives and emotions while encouraging a culture of compassion, empathy, and support within and beyond the organization.

Ethics and Values – Adheres to an appropriate (for the setting) and effective set of core values and beliefs during situations that are both peaceful and difficult, and acts in line with those values.

Stress Management – Demonstrates resilience and stress tolerance by continuing to perform effectively when faced with time pressures, adversity, disappointment, or opposition.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position requires frequent sitting, walking, standing, reading, seeing, speaking, hearing, listening, organizing, interpreting data and information, operating office equipment, typing using a computer keyboard and mouse, viewing a computer screen monitor, and use of a telephone. The working environment consists of an indoor and climate-controlled setting the majority of the time.

EMPLOYEE ACKNOWLEDGEMENT:

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations, and standards of the District.

Employee Printed Name: _____ **Employee ID Number:** _____

Employee Signature: _____ **Date:** _____



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Job Description