

COUNSELOR, SUMMER SCHOOL

Rev. June 2022

Reports to: Summer School Coordinator
Dept./Campus: Intervention Services

FLSA Status: Exempt
Term: June/July sessions

PRIMARY PURPOSE:

To assist in counseling and scheduling needs for summer school program.

MAJOR RESPONSIBILITIES AND DUTIES

- Counsel individual students and small groups with presenting needs and concerns.
- Consult parents, teachers, administrators, and other relevant people to enhance their work with students.
- Maintain a communication system that effectively collects and disseminates information to other professionals as appropriate.
- Develop and maintain positive working relationships with other school professionals and representatives of community resources.
- Use an effective referral process to assist students and others to use special programs and services.
- Interpret tests and other appraisal results appropriately and communicate to school staff, students, and their parents.
- Compile, maintain, and file all required physical and computerized reports, records, and other documents.
- Comply with policies established by federal and state law, State Board of Education rule, and board policy in guidance and counseling area.
- Comply with all district and campus routines and regulations.
- Maintain a positive and effective relationship with supervisors.
- Communicate effectively with colleagues, students, and parents.
- Respond to crisis situations when appropriate.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Master's degree in guidance and counseling.
- Valid Texas School Counselor Certificate.
- Minimum two years teaching experience.

Knowledge/Skills/Abilities:

- Knowledge of counseling procedures; student appraisal; and career development.
- Skill in organization; and communication.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Often operates a computer and other office productivity machinery (i.e., a calculator, copy machine, and computer printer).
- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Frequently communicates with other employees or public.
- Must be able to exchange accurate information.
- Maintain composure and professionalism at all times.
- Occasional prolonged and irregular hours.
- Ability to understand complex problems and to collaborate and explore alternative solutions.
- Ability to organize and prioritize work schedules of others on short-term basis.
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.