

COUNSELOR, HS

Rev. July 2025

Job No.: 3406

Reports to: Principal

Dept./Campus: Campus

FLSA Status: Exempt

Pay Grade: 304

Term: 207 Days

PRIMARY PURPOSE:

To plan, implement, evaluate and promote a comprehensive developmental counseling program through Accountability, Program Management and Delivery of Services based on the foundational standards of the Counseling Services Department.

MAJOR RESPONSIBILITIES AND DUTIES

- Teach district's developmental guidance curriculum consistent with district's counseling program plan and tailored to campus needs.
- Develop, maintain and publicize a yearly campus counseling calendar.
- Set annual counseling department goals to support student needs and/or the campus improvement plan.
- Guide individuals and groups of students to develop education plans and career awareness.
- Conduct annual counseling conferences with all students/parents.
- Counsel individual students and small groups with presenting needs and concerns.
- Consult and collaborate with parents, teachers, administrators, community leaders and other stakeholders to promote and support student success.
- Maintain a communication system that effectively collects and disseminates information to other professionals as appropriate.
- Establish and maintain professional relationships with administrators, teachers, other school staff, parents, and community members.
- Provide families/students referrals to special programs, services, and community resources.
- Interpret standardized tests results and other assessment data to guide students in individual goal setting and planning.
- Plan events and activities to support the comprehensive counseling program goals and student needs of the campus.
- Evaluate the components of the counseling program and make changes based on data.
- Participate in professional development to improve skills related to job assignment.
- 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.
- 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

- Supervise assigned counseling aide(s) and clerical employee(s).

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

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

Knowledge/Skills/Abilities:

- Knowledge of counseling procedures; student appraisal; and career development.
- Skill in communication; organization; problem-solving; critical thinking; and flexibility.
- Ability to present information accurately and clearly; manage multiple priorities and projects; and counsel students towards expected results.

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.