Position: Counselor

Assignment: ES Counselor

Reports to: Exec. Director of Counseling & Social Work/Principal

Dept./School: Counseling and Social Work/Assigned Campus

Wage/Hour Status: Exempt

Pay Grade: AP642/191 days

Date Revised: Spring 2024

Primary Purpose:

Plan, implement, and evaluate a comprehensive school counseling program at assigned campus. Counsel students to fully develop each student's academic, career, personal, and social abilities and address the needs of special population students.

Qualifications:

Minimum Education/Certification:

- Master's degree in professional school counseling
- Valid Texas counseling certificate

Special Knowledge/Skills/Experience:

- Knowledge of counseling procedures, student appraisal, and career development
- Excellent organizational, communication, and interpersonal skills
- Ability to instruct students and manage their behavior.
- Ability to present information in one-on-one, small group, and large group situations to students, parents, and district staff.
- Two years creditable experience as a classroom teacher

Major Responsibilities and Duties:

- Plan and conduct structured group lessons to deliver district's guidance curriculum effectively and in accordance with students' developmental needs. Collaborate with teachers who teach guidance-related curriculum.
- Guide individual students, groups of students, and parents to plan, monitor, and manage the student's own educational and career development including creating and reviewing personal graduation plans and providing information about post-secondary opportunities.
- Use accepted theories and effective techniques of developmental guidance to counsel individual students, small groups of students, and parents to plan, monitor, and manage a student's own personal and social development. Provide preventive, remedial, and crisis counseling as needed.
- Serve as an impartial, non-reporting resource for interpersonal conflicts and discourse involving two or more students, including accusations of bullying.
- Coordinate school, home, and community resources and refer students, parent, and others to special programs and services as needed.
- Work collaboratively to advocate for individual students and specific groups of students.
- Interpret standardized test results and assessment data to guide students in individual goal setting and planning.

- Plan, implement, evaluate, and promote continuous improvement of a balanced comprehensive developmental guidance and counseling program that includes guidance curriculum, responsive services, individual planning, and system support components.
- Advocate for a school environment that acknowledges and respects diversity.
- Compile, maintain, and file all reports, records, and other documents.
- Comply with policies established by federal and state law, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.
- Adhere to legal, ethical, and professional standards for school counselors including current professional standards of competence and practice.
- Follow district safety protocols and emergency procedures.

Mental Demands/Physical Demands/Environmental Factors:

- Personal computer and peripherals; standard instructional equipment
- Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting.
- Frequent walking
- Regular light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior.
- Work inside, may work outside.
- Maintain emotional control under stress; may work prolonged or irregular hours; work with frequent interruptions.

OTHER: All employees are to follow district safety protocols and emergency procedures.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

_____   _____
Signature   Date

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Print Name