



Professional – Job Description

Job Title: Counselor, Magnet HS

Pay Grade: – PA 05

Min \$67,280/ Mid \$81,061 / Max \$94,841

Reports To: Principal, and
Director of Guidance

FLSA Status: Exempt

Dept./School: Campus Assigned

Minimum Duty Days: 202 days

Primary Purpose:

To help students overcome problems that impede learning and to assist them in making good educational and life choices/plans. Assisting students identified as at-risk of dropping out of school based on state defined criteria, including, but not limited to district-wide student drop-out prevention and recovery strategies.

Minimum Requirements:

- Master's Degree from an accredited institution
- Valid Texas Teacher Certificate
- Valid Texas School Counselor Certificate
- Three years teaching experience

Special Knowledge/Skills:

- Demonstrates ability to work effectively and harmoniously with administrators, teachers, and other staff
- Demonstrates ability to communicate effectively both in written form and orally
- Possess technical skills necessary to perform essential job requirements such as email functions, correspondence and power point presentations.
- Treats all people with dignity and respect

Major Responsibilities and Duties:

Instructional Management

1. Plans implements and evaluates a balanced comprehensive developmental program of guidance and counseling, as per TEC 33.005, 33.006 and 33.007.
2. Provides presentations on the school developmental guidance curriculum.
3. Uses accepted theories and techniques appropriate to school counseling.

School Organizational Climate

4. Supervises activities of clerical, paraprofessional, and volunteer personnel within guidance department.
5. Assists teachers in the follow-up of guidance related curriculum.
6. Establishes and maintains a climate that demonstrates respect and dignity for all people for Laredo ISD and for all areas for which this individual is responsible.

School Organizational Improvement

7. Interprets test and other assessment data to guide students in individual goal setting and planning with the assistance of school personnel.
8. Enhances the work of school personnel and parents in guiding student goal setting and planning by promoting an understanding of standardized test results and other assessment data.

Administration and Fiscal/Facilities

9. Performs such other duties as may be assigned.

Student Management

10. Guides individuals and groups of students through their educational, career, and personal-social development.
11. Counsels individuals and groups of students with their concerns including developmental, preventive, remedial, and/or crisis counseling.
12. Uses an effective referral process for assisting students and others to use special programs and services.
13. Routinely provides credit checks for all high school students.

Professional Growth and Development

14. Develops and maintains a plan for professional improvement.
15. Demonstrates professional growth by providing leadership in addressing the challenges facing the profession.

School/Community Services

16. Consults with parents, school personnel and other community members to help them increase the effectiveness of student education and promote student success.
17. Coordinates with school personnel and community members to bring together resources for students.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress
Work with frequent interruptions
Moderate lifting and carrying
District/State –wide travel
Prolonged sitting, standing, and walking
Hearing, speaking clearly
Work alone
Working prolonged or irregular hours

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.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee Signature

Date