



TITLE:	High School Guidance Counselor	STATUS:	Exempt
REPORTS TO:	Campus Principal	TERMS:	213 - 223 Days
DEPARTMENT:	Assigned Campus	PAY GRADE:	AP5, Chapter 21 Contract

PRIMARY PURPOSE:

To advocate for and support all students in their personal, social, academic and career development through guidance curriculum, individual and group counseling, and individual student planning.

QUALIFICATIONS:**Education/Certification:**

Master's degree from an accredited college or university preferred (Must be enrolled in an SBEC approved program)
Valid counselor certification required.

Special Knowledge/Skills:

Knowledge of state and national policies as related to school counseling program
Knowledge of College Career Readiness
Knowledge of state graduation requirements
Knowledge of technological and computer applications as related to guidance/counseling functions

Experience:

Previous satisfactory school counseling experience preferred
Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable.

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

Maintain emotional control under stress. Occasional prolonged and irregular hours; Frequent district wide travel and occasional out of district travel. Steady phone interactions; moderate standing, walking and bending; occasional lifting up to 35 lbs.

Essential Functions:

1. Manages and leads the counseling program by planning, organizing, implementing and delivering program activities to improve students' Intrapersonal Effectiveness, Interpersonal Effectiveness, and Personal Health and Safety.
2. Delivers classroom guidance by teaching the school guidance curriculum components through the use of effective instructional skills and intentionally planned structured group sessions for students based on campus needs.
3. Coordinates and assists campus staff in orientation activities regarding the developmental guidance plan.
4. Provides leadership in guiding individuals and groups of students, and parents or guardians, through the development and monitoring of educational, career, personal, or social plans.
5. Ensures appropriate educational placement for students with special needs by assisting with referral procedures for at-risk and 504 students.
6. Provides responsive services to any student whose immediate personal concerns or problems put the student's continued education, career, personal or social development at risk.
7. Coordinates with school and community personnel to bring together resources for students.



8. Maintains confidentiality and accuracy of records and related information and assists with the management of student records.
9. Serves as a member of the campus Crisis Response Team (CRT).
10. Collaborates in the development of the yearly course selection guide.
11. Demonstrates ethical and professional behaviors and standards as set forth by the district, the American School Counselor Association, and the State of Texas.
12. Guides and advises students and their parents/guardians regarding the importance of post-secondary education, coursework designed to prepare students for post-secondary education, and financial aid availability and requirements.
13. Coordinate College and Career Readiness activities, including exploration of post-secondary options, completion of college applications, and applying for financial aid and scholarships.
14. Provide the principal with data on scholarship recipients.
15. Maintain confidentiality of information.
16. Meet regular and predictable attendance requirements.
17. Observe all safety rules and keep work area clean and orderly at all times.
18. Perform other duties as assigned by the supervisor.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date