

## Pflugerville Independent School District - Job Description

<b>Job Title/Position:</b>	Counselor, High School	<b>Department/School:</b>	Curriculum and Instruction
<b>Pay Information:</b>	Professional Support Compensation Plan Days: 202	<b>Supervised By:</b>	Campus Principal
<b>FLSA:</b>	Exempt	<b>Date Revised:</b>	April 2018

**Primary Purpose:**

Plan, implement, and evaluate a comprehensive program of guidance to school assigned, including counseling services. Provide a proactive developmental guidance program to encourage all students to maximize personal growth and development.

**Qualifications (Experience/Education/Certification):**

Master’s degree and valid Texas school counseling certificate.

**Major Responsibilities:**

- Teach school developmental guidance curriculum to students; help teachers incorporate guidance-related information into existing curriculum; provide guidance to individuals and groups of students to develop education plans and career awareness; counsel individuals and small groups.
- Consult parents, teachers, administrators, and other relevant people to enhance their work with students; work with school personnel and school district residents to obtain resources for students; use an effective referral process to help students and others use special programs and services.
- Participate in planning and evaluating the campus standardized testing program; interpret tests and other appraisal results.
- Plan school guidance and counseling programs to ensure that they meet identified needs; develop and coordinate a continuing evaluation of guidance program and make changes based on findings.
- Comply with policies established by federal and state law, State Board of Education rule, and board policy in guidance and counseling area; establish and maintain effective open communication with students, parents, teachers, and administrators; participate in staff professional development activities.
- Participate and facilitate ARD, 504, LPAC, and other meetings as necessary.
- Perform other duties as assigned.

**Special Knowledge/Skills:**

- Knowledge of all applicable federal, state, and local laws, guidelines and procedures, including guidance and counseling.
- Knowledge of growth and developmental stages of youth, counseling procedures, student appraisal, and career development.
- Knowledge of curriculum and instruction.
- Skill in instructing students and managing their behavior.
- Skill in communicating effectively with others.
- Skill in working with various forms of equipment including, but not limited to, personal computers, calculators, projectors, and printers.
- Skill in working with computer tools, including but not limited to, email, internet, word processing and spreadsheets.
- Skill in working in collaborative team-based environments.

**Supervisory Responsibilities:**

None

**Working Conditions (Mental Demands/Physical Demands/Environmental Demands):**

Maintain emotional control under stress; must be able to lift and/or carry at least 30 lbs.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Received by: \_\_\_\_\_ Date: \_\_\_\_\_