



SEGUIN INDEPENDENT SCHOOL DISTRICT

Job Description

JOB TITLE: Elementary Counselor
REPORTS TO: Principal
DEPT/SCHOOL: Campus

WAGE/HOUR STATUS: Exempt
PAY GRADE: Counselor Pay Scale
DAYS EMPLOYED: 192
DATE REVISED: November 2024

PRIMARY PURPOSE:

Plan, implement, and evaluate a comprehensive program of guidance, including counseling services, to school(s) assigned; Use a planning process to define needs and priorities of the population served; Provide a proactive, developmental guidance program for all students to facilitate personal growth and development.

QUALIFICATIONS:

Education/Certification:

- Master's degree from accredited university;
- Valid certification or permit issued by Texas Education Agency

Special Knowledge/Skills:

- Strong communication, public relations, and interpersonal skills
- Excellent organizational skills
- Knowledge of counseling procedures, student appraisal, and career development

Experience:

- Three years teaching (preferred)

MAJOR RESPONSIBILITIES AND DUTIES:

Developmental Guidance and Counseling

Program Management

1. Plan, implement, and evaluate a comprehensive program of guidance, including counseling services:
 - a. Use a planning process to define needs, priorities and program objectives.
 - b. Implement a comprehensive and balanced program.
 - c. Evaluate the effectiveness of individual activities and the overall program in meeting desired student outcomes.
 - d. Educate the school staff, parents, and the community about the guidance program through a public information program.

Guidance

2. Teach the school developmental guidance program.
 - a. Outline, in writing, a campus guidance curriculum consistent with the district's guidance program plan and tailored to campus needs.
 - b. Teach guidance units effectively.
3. Assist teachers in teaching the guidance related curriculum.

- a. Consult with administrators and teachers regarding the teacher's areas of responsibility in teaching the developmental guidance curriculum.
 - b. Support teachers in teaching the Texas Essential Knowledge and Skills identified in State Board rules for curriculum which are guidance-related.
- 4. Guide individuals and groups of students through the development of educational plans and career awareness.
 - a. Involve students in personalized educational and career awareness.
 - b. Present relevant information accurately and without bias.

Counseling

- 5. Counsel individual students with presenting needs/concerns.
 - a. Provide counseling systematically.
 - b. Respond to students individually.
- 6. Counsel small groups of students with presenting needs/concerns.
 - a. Provide counseling in groups as appropriate.
 - b. Provide group counseling systematically.
- 7. Use accepted theories and techniques appropriate to school counseling.
 - a. Use accepted theories.
 - b. Use effective techniques.

Consultation

- 8. Consult with parents, teachers, administrators and other relevant individuals to enhance their work with students.
 - a. Provide professional expertise collaboratively.
 - b. Interpret information and ideas effectively.
 - c. Advocate for students.

Coordination

- 9. Coordinate with school and community personnel to bring together resources for students.
 - a. Maintain a communication system that effectively collects and disseminates information about student to other professionals as appropriate.
 - b. Develop and maintain positive working relationships with other school professionals.
 - c. Develop and maintain positive working relationships with representatives of community resources.
- 10. Use an effective referral process for assisting students and others to use special programs and services.
 - a. Accurately assess students' and their families' needs for referral.
 - b. Participate actively in the process for referral for students to school/district special programs or services.
 - c. Use an effective referral process for assisting students and others to use community agencies and services.

Assessment

- 11. Participate in the planning and evaluation of the school group testing programs.
 - a. Is knowledgeable in the principles of testing and measurement which underlie standardized testing program development.
 - b. Collaborate in the planning and evaluation of the group testing programs.
- 12. Interpret test and other appraisal results appropriately.
 - a. Correctly apply principles of test and measurement to test and other appraisal results

interpretation.

- b. Interpret test and other appraisal results to school personnel.
- c. Interpret test and other appraisal results to students and their parents.
- d. Use other sources of student data as assessment tools for the purpose of educational planning.
- e. Maintain the confidentiality of student assessment.
- f. Ensure that the uses of student records are for the benefit of students and personnel working with those students.

SUPERVISORY RESPONSIBILITIES

Supervise clerical personnel, if appropriate

WORKING CONDITIONS:

Mental Demands:

- Ability to communicate effectively (verbal and written)
- Ability to maintain emotional control under stress
- Ability to maintain appropriate confidentiality
- Ability to coordinate services and personnel to provide guidance and counseling services.

REMOTE LEARNING:

Be available by phone, email, or video conferencing during indicated work hours (confirm expected work hours with campus administration) to confer with district personnel, students, and/or parents. The rest of the workday is committed to planning, preparing, implementing, and providing support to campus teachers, as instructed by administration. [Administrator directed]

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.

I understand that a portion or all of my position could be funded using a Federal funding source (including extra duty pay, stipends, or compensation).

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Reviewed by _____ Date _____

Employee Signature _____ Date _____