

---

## **Job Description – Counselor – Middle & High School**

---

**Primary Function:** Under the direction of the campus Principal, plans, implements and evaluates a comprehensive program of guidance, including counseling services to school assigned. Provides a proactive, developmental guidance program to encourage all students to maximize personal growth and development.

### **Responsibilities/Duties:**

#### **Program Management**

- Effectively plans the school guidance and counseling program to meet identified needs
- Teaches school developmental guidance curriculum to students
- Helps teachers incorporate guidance-related information into existing curriculum
- Provides guidance to individuals and groups of students to develop educational plans and career awareness
- Works with teachers as resource when developing character education program
- Provides voluntary and confidential counseling to individuals and small groups relative to their concerns and needs, including substance abuse problems
- Works with school personnel and school district residents to obtain resources for students
- Uses an effective referral process to help students and others use special programs and services
- Assumes responsibility for compiling, maintaining and filing all reports, records and other documents required
- Complies with policies established by federal and state law, State Board of Education rules and the local board in the area of guidance and counseling

#### **School Climate**

- Maintains a positive and effective relationship with supervisors
- Complies with all district and local campus routines and regulations
- Effectively communicates with colleagues, students and parents

#### **School Improvement**

- Participates in planning and evaluation of campus standardized testing program
- Interprets test and other appraisal results appropriately
- Helps the district's teachers develop and implement curricula for drug education
- Develops and coordinates a continuing evaluation of the guidance program and implements changes based on the findings

#### **School Management**

- Develops and maintains effective individual and group relationships with students and parents
- Consults with parents, teachers, administrators and other relevant individuals to enhance their work with students

#### **Professional Growth and Development**

- Participates in professional development to improve skills related to job assignment

### **School/Community Relations**

- Articulates the district's mission and goals in the area of counseling to the community and solicits its support in realizing the mission
- Demonstrates awareness of school-community needs and initiates activities to meet those identified needs
- Demonstrates the use of appropriate and effective techniques for community and parent involvement
- Serves on school and district wide committees as needed

### **Supervisory Responsibilities**

- Supervises assigned clerical employee and student aide(s)

### **Other**

- Demonstrates behavior that is professional, ethical and responsible
- Maintains confidentiality
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

### **Knowledge and Abilities:**

Knowledge of:

- Counseling procedures, student appraisal and career development
- Drug education
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Methods of collecting and organizing data and information
- Operation of a computer and assigned software
- District and department policies and procedures
- Relevant federal and state laws and requirements

Ability to:

- Instruct
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Develop, plan and organize daily operations
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

**Education/Licenses/Experience:** Valid Texas counselor's certificate. Master's degree in guidance and counseling.

### **Working Conditions:**

Mental Demands: Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control

under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

Physical Demands/Environmental Factors: Lifting/carrying - 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer; speaking clearly; occasional district-wide, state-wide travel; work occasional irregular hours and prolonged hours.

**Calendar and Salary Range:** 206 work days. See current salary for Professional Compensation Plan.

**Revised:** 12.4.2023

---

The foregoing statements describe the general function 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.

---

Employee Signature

Date