



**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Counselor</b>	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Principal	<b>Pay Grade:</b>	II
<b>Days:</b>	202	<b>Pay Range:</b>	\$199.81-\$299.71
<b>Dept./School:</b>	Assigned Campus	<b>Date Revised:</b>	October, 2007

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**Primary Purpose:**

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

**Qualifications:**

**Education/Certification:**

A master's degree in guidance and counseling  
Valid Texas counselor's certificate

**Special Knowledge/Skills:**

Knowledge of counseling procedures  
Excellent organizational, communication, and interpersonal skills  
Ability to instruct students and manage their behavior

**Experience:**

Three years teaching experience

**Major Responsibilities and Duties:**

**Program Management**

1. Effectively plan the school guidance and counseling program to meet identified needs.
2. Teach the school developmental guidance curriculum to students.
3. Help teacher incorporate guidance related information into existing curriculum.
4. Provide guidance to individuals and groups of students to develop education, career awareness, and personal plans.
5. Provide counseling to individuals and small groups relative to their concerns.
6. Collaborate with other school and district staff to design testing and appraisal programs for students.
7. Use an effective referral process to help students and others use special programs and services.
8. Work with school personnel and district residents to obtain resources for students.
9. Compile, maintain, and file all reports, records, and other documents required.
10. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy in the area of guidance and counseling.

**School/Organizational Climate**

- 11. Present for students a positive role model that supports the mission of the school district.
- 12. Maintain a positive and effective relationship with supervisors.
- 13. Comply with all district and local campus routines and regulations.
- 14. Provide for positive effective two-way communication with supervisors, staff, students, district employees, media, and community.

**School Organizational Improvement**

- 15. Participate in planning and evaluation of campus standardized testing program.
- 16. Interpret test and other appraisal results appropriately.
- 17. Assess and respond to needs related to job responsibilities.
- 18. Develop and coordinate a continuing evaluation of the guidance program and implement changes based on the identified needs.

**Student Management**

- 19. Develop and maintain effective individual and group relationships with students and parents.
- 20. Consult with parents, teachers, administrators, and other relevant individuals to enhance their work with students.

**Professional Growth and Development**

- 21. Develop needed professional skills appropriate to job assignment.
- 22. Model behavior that is professional, ethical, and responsible.

**School/Community Relations**

- 23. Articulate the district’s mission and goals in the area of counseling to the community and solicit its support in realizing the mission.
- 24. Demonstrate awareness of school-community needs and initiate activities to meet those identified needs.
- 25. Demonstrate the use of appropriate and effective techniques for community and parent involvement.
- 26. Work to complete and other special assignments, projects, or duties assigned by supervisor.

**Supervisory Responsibilities:**

Supervise assigned counseling aide(s), and clerical employee(s).

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Ability to communicate (verbally and written); ability to instruct; maintain emotional control under stress.

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

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_