Belton Independent School District
Job Description

Job Title:	Secondary School Counselor	**FLSA Status:**	Exempt, 207 Days
Reports To:	Principal	**Pay Grade:**	PROF-202
Department:	Assigned Campus	**Date Revised:**	7/31/2026

Primary Purpose:

Plan, implement, and evaluate a comprehensive developmental guidance and counseling program at assigned campus. Counsel students to fully develop each student's academic, career, personal, and social abilities and address the needs of special population students.

Qualifications:

Education/Certification:
Master's degree in school counseling
Valid Texas counseling certificate

Special Knowledge/Skills:
Knowledge of counseling procedures, student appraisal, and career development
Excellent organizational, communication, and interpersonal skills
Ability to instruct students and manage their behavior
Ability to present information in one-on-one, small group, and large group situations to students, parents, and district staff

Experience:
Two years teaching experience (preferred)

Major Responsibilities and Duties:

Guidance

1. Plan and conduct structured group lessons to deliver district's guidance curriculum effectively and in accordance with students' developmental needs. Collaborate with teachers who teach guidance-related curriculum.

2. Guide individual students, groups of students, and parents to plan, monitor, and manage the student's own educational and career development including creating and reviewing personal graduation plans and providing information about post-secondary opportunities.

3. Implement accepted theories and effective techniques of developmental guidance to counsel individual students, small groups of students, and parents to plan, monitor, and manage a student's own personal and social development. Provide preventive, remedial, and crisis counseling as needed.

Consultation

4. Collaborate with school, home, and community stakeholders to provide resources for students, and refer students, parent, and others to special programs and services as needed.

5. Work collaboratively to advocate for individual students and specific groups of students.

6. Work closely with the campus nurse regarding incidents of possible child abuse, neglect, or self-injury.

Assessment

7. Interpret standardized test results and assessment data to guide students in individual goal setting and planning.

8. Assist the campus testing coordinator in the planning and implementation of campus standardized testing.

Program Management and Administration

9. Plan, implement, evaluate, and promote continuous improvement of a balanced comprehensive developmental guidance and counseling program that includes guidance curriculum, responsive services, individual planning, and system support components.

10. Advocate for a school environment that acknowledges and respects diversity.

11. Compile, maintain, and file all reports, records, and other documents.

12. Comply with policies established by federal and state law, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.

13. Adhere to legal, ethical, and professional standards for school counselors including current professional standards of competence and practice.

Supervisory Responsibilities:

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

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds)

Environment: Work inside, may work outside

Mental Demands: Maintain emotional control under stress; may work prolonged or irregular hours

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised: July 2026
Prepared By: Belton ISD Human Resources Department