Belton Independent School District
Job Description

Job Title:	Substitute School Counselor	**FLSA Status:**	Exempt, as assigned
Reports to:	Principal/Administrator Various Schools Within District	**Pay Grade:**	Sub Counselor Pay
Dept./School:	Campus Assigned	**Date Revised:**	07/11/2022

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

Major Responsibilities and Duties:

1. Report to the campus office upon arrival at the school building.
2. Maintain and respect confidentiality of student and school personnel information.
3. Maintain discipline and control that fosters a safe and positive environment for all students and staff in accordance with school and district policies.
4. Perform typical duties in school settings to include: classrooms, gymnasium, cafeteria, auditorium, and recreational areas.
5. Dress in a clean, neat, professional manner and in a manner appropriate for assignment – outlined in the Belton ISD Substitute Training.
6. Perform extra duties such as cafeteria or hallway duty as assigned.
7. Check the room's fire drill procedures upon arrival.
8. Follow the plans carefully.
9. Never leave students unattended.

10. Leave a written summary of work performed.

11. Report incidents of abnormal happenings to the principal.

12. Report any and all suspected cases of child abuse/neglect to the principal's office.

13. Return keys and any confidential information to the main office upon departure.

14. Check with the office at the end of the day to see if needed following day.

15. Leave the work area orderly and neat.

16. Perform other related duties as assigned by building administrator(s) in accordance with school/district policies and practices.

17. 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.

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

19. Long-term substitutes, (20 days or longer in the same position and for the same employee), will assume all of the same responsibilities as the regular teacher/employee.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

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

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

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move text books and classroom equipment

Environment: Work inside, may work outside; regular exposure to noise

Mental Demands: Maintain emotional control under stress; 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 11, 2022
Prepared By: Belton ISD Human Resources Department