DUNCANVILLE ISD

Writing success stories, one student at a time.

Job Title:	**Counselor – High School**	**Wage/Hour:**	**Exempt**
Reports to:	**Principal**	**Pay Grade:**	**AP-2**
Dept./School:	**Assigned Campus**	**Date Revised:**	**06/01/2019**

Primary Purpose: Work with school faculty and staff, students, parents, and community to plan, implement, and evaluate a comprehensive developmental guidance and counseling program at school assigned. 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 guidance 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
- Skyward
- Microsoft Office
- Google Drive Applications

Experience:

Two years teaching experience

Major Responsibilities and Duties:

Individual Planning

- Interpret and utilize school records, including cognitive, aptitude, and achievement tests, for educational planning. Review and evaluate student records and transcripts using established timelines.

- Provide an ongoing program of individual, small group, and large group counseling services in the areas of academic advisement and planning, career exploration, and social/personal development

Guidance and Counseling

- Provide preventive and responsive services, including crisis counseling as needed, and address student mental health needs as appropriate

- Implement a campus developmental guidance and counseling program consistent with district's guidance program plan and tailored to campus needs

- Guide teachers in the teaching of guidance-related curriculum
- Implement counseling support of individuals and groups of students to develop education plans and career awareness

Consultation

- Consult and work collaboratively with administrators, teachers, school personnel, district personnel, parents, and various community agencies to meet the counseling and educational planning needs of high school students, including school wide needs.
- Provide information to parents and students regarding graduation requirements, options, post-secondary opportunities and acceleration.
- Consult parents, teachers, administrators, and other relevant people to enhance their work with students
- Work with school and community personnel to bring together resources for students
- Maintain a timely communication system that effectively collects and disseminates information to other professionals as appropriate
- Develop and maintain positive working relationships with other school professionals and representatives of community resources
- Use an effective referral process to assist students and others to use special programs and services

Assessment

- Interpret tests and other appraisal results appropriately and communicate to school personnel, students, and their parents
- Maintain the confidentiality of student assessment

Program Management

- Plan school guidance and counseling programs to ensure that they meet identified needs, priorities, and program objectives
- Implement a comprehensive and balanced program
- Develop and coordinate a continuing evaluation of the guidance program and individual activities and make changes based on findings
- Educate the school staff, parents, and community about the guidance program through a public information program
- Compile, maintain, and file all required physical and computerized reports, records, and other documents
- Adheres to established timelines and submits accurate data for PEIMS reporting purposes.

Administration

- Comply with policies established by federal and state law, State Board of Education rule, and board policy in guidance and counseling area
- Comply with all district and campus routines and regulations
- Maintain a positive and effective relationship with stakeholders
- Communicate effectively with colleagues, students, and parents

Professional

- Adhere to ethical and legal standards and model behavior that is professional, and responsible
- Participate in professional development to improve skills related to job assignment
- Stay abreast of current legislative changes and implementation

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); occasional physical restraint of students to control behavior

Environment: Work inside, may work outside

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

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The foregoing statements describe the general purpose 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 Print Name _____

Employee Signature _____ Date _____