

Texas City Independent School District
P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Elementary Counselor
Job Description
June 2021

Reports to: Principal
Status: Exempt
Term: 193

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.

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
Knowledge and skills of the needs of special populations students

Experience:

Three years teaching experience required at grades PK-8
Three years counseling experience preferred

Major Responsibilities and Duties:

Guidance

1. Make decisions based on what is best for students.
2. Teach campus developmental guidance curriculum consistent with district's guidance program plan and tailored to campus needs.
3. Assist teachers in the teaching of guidance-related curriculum.
4. Facilitate college and career activities.

Counseling

5. Counsel individual students and small groups with presenting needs and concerns.

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Consultation

6. Consult parents, teachers, administrators, and other relevant people to enhance their work with students.
7. Work with school and community personnel to bring together resources for students.
8. Maintain a communication system that effectively collects and disseminates information to other professionals as appropriate.
9. Develop and maintain positive working relationships with other school professionals and representatives of community resources.
10. Use an effective referral process to assist students and others to use special programs and services.

Assessment

11. Coordinate the gifted and talented evaluation process on campus.
12. Interpret tests and other appraisal results appropriately and communicate to school personnel, students, and their parents.
13. Maintain the confidentiality of student assessment.

Program Management

14. Develop and maintain effective individual and group relationships with students and parents.
15. Coordinate social and emotional learning on campus.
16. Implement required programs including character education, suicide prevention, etc.
17. Participate in research-based professional development.
18. Plan school guidance and counseling programs to ensure that they meet identified needs, priorities, and program objectives.
19. Implement a comprehensive and balanced guidance and counseling program.
20. Develop and coordinate a continuing evaluation of the guidance program and individual activities and make changes based on findings.
21. Educate the school staff, parents, and community about the guidance program through a public information program.
22. Compile, maintain, and file all required physical and computerized reports, records, and other documents as required by local regulations and policy as well as those required by state and federal laws.

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Administration

- 23. Comply with policies established by federal and state law, State Board of Education rule, and board policy in guidance and counseling area.
- 24. Comply with all district and campus routines and regulations.
- 25. Maintain a positive and effective relationship with supervisors.
- 26. Communicate effectively with colleagues, students, and parents.
- 27. Create, maintain and support a learning environment that is academically, emotionally, and physically safe.
- 28. Coordinate no more than two of the following programs: RtI, Special Education, ESL/Bilingual and 504.

Professional

- 29. All students, teachers, parents, and staff must be treated with respect.
- 30. Adhere to ethical and legal standards and model behavior that is professional, and responsible.
- 31. Participate in professional development to improve skills related to job assignment.

Supervisory Responsibilities:

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

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress.

**Includes information from the Professional School Counselor Performance Evaluation Form and Job Description distributed by the Texas Education Agency.*

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.

Approved by _____ Date _____

Reviewed by _____ Date _____