

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

High School Counselor

Job Description

Reports to: Principal

Status: Exempt

Term: 202 days

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 populations 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

Experience:

Three years teaching experience required at grades 7-12

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. Guide individuals and groups of students to develop education plans and career awareness.

Counseling

5. Counsel individual students and small groups with presenting needs and concerns.
6. Monitor transcripts, graduation requirements and provide academic advising.
7. Provide academic advising and high school endorsement selection assistance as required by HB5.

Consultation

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

College and Career

13. Assist students with the development and monitoring of 4-year plans with students to include college and career preparation.
14. Work with colleges and universities to implement a variety of advanced course offerings that provide college credit, an associate degree, and/or industrial certifications.
15. Assist students in their development of Career Pathways using the student's career interest and aptitude information gathered from the Naviance software program.
16. Meet individually with each junior at least one time during the junior year; meet individually with each senior at least one time in the fall semester and one time in the spring semester of the senior year. Complete a written post-high school plan with each student during these meetings.
17. Identify and provide financial aid and scholarship information to students and parents.
18. Assist parents and students with completion of the FAFSA.

Assessment

19. Coordinates the Advanced Academic testing program (PSAT, SAT, TSIA II, AP, ACT, ASVAB and GT.).
20. Interpret tests and other appraisal results appropriately and communicate to school personnel, students, and their parents.

21. Maintain the confidentiality of student assessment.

Program Management

22. Develop and maintain effective individual and group relationships with students and parents.

23. Coordinate social and emotional learning on campus.

24. Participate in research-based professional development.

25. Plan school guidance and counseling programs to ensure that they meet identified needs, priorities, and program objectives.

26. Implement a comprehensive and balanced guidance and counseling program.

27. Develop and coordinate a continuing evaluation of the guidance program and individual activities and make changes based on findings.

28. Educate the school staff, parents, and community about the guidance program through a public information program.

29. Compile, maintain, and file all required physical and computerized reports, records, and other documents.

30. Implement required programs including character education, suicide prevention, dating violence, etc.

Administration

31. Comply with policies established by federal and state law, State Board of Education rule, and board policy in guidance and counseling area.

32. Comply with all district and campus routines and regulations.

33. Maintain a positive and effective relationship with supervisors.

34. Communicate effectively with colleagues, students, and parents.

35. Create, maintain, and support a learning environment that is academically, emotionally, and physically safe.

36. Coordinate no more than two of the following programs: RtI, Special Education, ELL and 504.

Professional

37. Treat all students, teachers, parents, and staff with respect.

38. Adhere to ethical and legal standards and model behavior that is professional, and responsible.

39. 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 _____