

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Social Emotional Counselor
Job Description

Reports to: Campus Principal

Status: Exempt

Term: 193 elementary, 202 intermediate

PRIMARY PURPOSE:

Provide school counselor support that focuses on the social emotional needs of students. The social emotional counselor will additionally provide training and support services for parents and staff.

QUALIFICATIONS:

Education/Certification:

Master's degree

Valid Texas School Counselor's certificate or Licensed Professional Counselor

Special Knowledge/Skills:

Knowledge of counseling procedures, student appraisal, and career development

Knowledge of social emotional student support services

Excellent organizational, communication, and interpersonal skills

Knowledge of use of community services

Experience:

Three years teaching experience (preferred)

Counseling experience (preferred)

Salary: 3 year ESSER grant funded position

Location: Serve two elementary campuses

MAJOR RESPONSIBILITIES AND DUTIES:

1. Provide group guidance and social skills activities for student related to topics such as self-awareness, bullying prevention, and social awareness.
2. Consult with teachers regarding students' social/emotional needs.
3. Provide support and consult with parents related to the functioning of the child in the educational program and the home.
4. Facilitate parent information and support groups as needed.
5. Attend departmental, interdepartmental, professional, and community based meetings as requested.

6. Assist in formulation of campus and district goals and objectives addressing the social emotional needs of students.
7. Coordinate referral of students and/or families to community agencies as needed.
8. Participate with consultants in planning in-service for teacher in social emotional aspects of students.
9. Implement the trauma informed training created in partnership with the Texas State Department of Social Work.
10. Provide counseling to individuals and small groups relative to their concerns.
11. Collaborate with other school and district staff to design testing and appraisal programs for students as appropriate.
12. Use an effective referral process to help students and others use special programs and services.
13. Compile, maintain, and file all reports, records, and other documents required utilizing technology as appropriate.
14. Conduct IBAs and support completion of threat assessments.
15. Conduct professional development for campus staff as needed.
16. Facilitate antibullying program.
17. Comply with policies established by federal and state law, State Board of Education rule, and the local Board policy in the area of guidance and counseling.
18. Present a positive role model that supports the mission of the school district.
19. Coordinate school-wide programs that recognize positive student behavior.
20. Regular attendance; must be willing and able to report to work at designated site on a regular daily basis according to established work schedule.
21. Participate in admission, review and dismissal (ARD) meetings and behavioral RTI as needed.
22. Maintain a positive and effective relationship with supervisors.
23. Comply with all district and local campus routines and regulations.
24. Effectively communicate with colleagues, students, and parents.
25. Assess and respond to needs related to job responsibilities.
26. Develop and maintain effective individual and group relationships with students and parents.
27. Consult with parents, teachers, administrators and other relevant individuals to enhance their work with students.
28. Develop needed professional skills appropriate to job assignment.
29. Demonstrate behavior that is professional, ethical, and responsible.
30. Articulate the district's mission and goals in the area of counseling to the community and solicit its support in realizing the mission.
31. Demonstrate awareness of school-community needs and initiate activities to meet those identified needs.
32. Demonstrate the use of appropriate and effective techniques for community and parent involvement.
33. Perform other duties and responsibilities as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

Supervise assigned clerical employee(s) as applicable.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); ability to instruct and counsel; maintain emotional control under stress

Physical Demands/Environmental Factors:

Drive personal vehicle to make home visits as needed; lifting and carrying moderately up to 30 pounds; frequent prolonged and irregular hours; frequent in-district travel, limited out-of-district travel

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.

Reviewed by _____ Date _____

Received by _____ Date _____