

**Job Title:** School Counselor\***Wage/Hour Status:**

Exempt/Administrator in an Educational Establishment

**Reports to:** Principal**Dept./School:** Assigned Campus**Date Revised: August 2014****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 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  
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:****Guidance**

1. Plan and conduct structured group lessons to deliver district's guidance curriculum effectively and in accordance with students' developmental needs. Collaborate with teachers who teach guidance-related curriculum.
2. Guide individual students, groups of students, and parents to plan, monitor, and manage the student's own educational and career development including creating and reviewing personal graduation plans and providing information about post-secondary opportunities.
3. Use accepted theories and effective techniques of development guidance to counsel individual students, small groups of students, and parents to plan, monitor, and manage a student's own personal and social development. Provide preventive, remedial, and crisis counseling as needed.

**Consultation**

4. Coordinate school, home, and community resources and refer students, parents, and others to special programs and services as needed.
5. Work collaboratively to advocate for individual students and specific groups of students.

**Assessment**

6. Interpret standardized tests results and assessment data to guide students in individual goal setting and planning.

**Program Management and Administration**

7. Plan, implement, evaluate, and promote continuous improvement of a balanced comprehensive developmental guidance and counseling program that includes guidance curriculum, responsive services, individual planning, and system support components.
8. Advocate for a school environment that acknowledges and respects diversity.
9. Comply, maintain, and file all reports, records, and other documents.
10. 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.
11. Adhere to legal, ethical, and professional standards for school counselors including current professional standard of competence and practice.

**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)

**Environment:** Work inside, may work outside

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

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

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This document 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 \_\_\_\_\_