Job Title: School Counselor

Wage/Hour Status: Exempt

Reports to: Principal or Designee

Dept./School: Assigned Campus

Pay Grade: Salary Schedule

Work Days: Work Calendars

Primary Purpose:

Plan, implement and evaluate a comprehensive school counseling program to the school assigned. Counsel students to fully develop their academic, career, personal, and social abilities as well as address the needs of special population students

Qualifications:

Education/Certification:

- Master's degree in counseling or related mental health field
- Valid Texas school counselor certificate is preferred. Applicants who hold a valid license through the Texas Behavioral Health Council will be considered (LCSW-S, LCSW, LMSW, LPC-A)
- Prior counseling experience in a school setting is preferred

Special Knowledge/Skills:

- Knowledge of academic programs and requirements in Texas
- Knowledge of counseling procedures, student appraisal, and career development
- Knowledge of student assessment requirements:
  - State of Texas assessments
  - College and career readiness assessments
- Obtain, record, and interpret student appraisal data and student records
- Understanding of schools and school culture
- Excellent organizational and communication skills
- Interpersonal skills using tact, patience, and courtesy
- Ability to remain calm in stressful situations

Major Responsibilities and Duties:

Program Development and Implementation

- Provide guidance to students to support the effective development of interpersonal and intrapersonal skills; post-secondary and career planning; and personal health and safety
- Provide responsive services to intervene on behalf of any student whose immediate personal concerns or problems put their continued personal growth and development at risk, including responding to campus and district crises as needed
- Provide individual and/or group counseling to students on topics supporting educational, career, personal, and social development
- Provide system support to reinforce the efforts of teachers, staff, parents/families, and other members of the community in promoting the personal growth and development of all students
- Support social emotional learning school wide

- Design and provide professional development to administrators, faculty, and families on topics of mental health and social emotional issues, as appropriate
- Collaborate with other district counselors (including school-based therapists) to plan, implement, and evaluate the comprehensive school counseling program, making changes based on identified needs and findings
- Compile, maintain, and file all required physical and computerized reports, records and other documents

Consultation

- Establish and maintain professional relationships with administrators, teachers, other school personnel, parents/families/caregivers, and community members
- Work with school and district personnel as well as area resources to support students
- Participate in campus-based support team meetings (ARD, 504, SST)
- Have awareness of current mental health needs and use an effective referral process to help students access school-based services

Communication

- Use effective communication skills to present information respectfully, accurately, and clearly
- Establish and maintain effective and open lines of communication with administrators, teachers, school-based therapists, students, parents, and community members

Administration

- Comply with policies established by federal and state law, State Board of Education rule, and board policy in all areas
- Comply with all district and campus procedures and regulations
- Maintain a positive and effective relationship with supervisors and colleagues

Professional

- Maintain confidentiality regarding student and coworker information and as required by FERPA
- Model behavior that is professional, ethical, and responsible
- Participate in professional development to improve skills related to job assignment
- Participate in campus and district staff development, team meetings, and special events as assigned

Other:

- Maintain Confidentiality
- Other duties as assigned
- Follow district safety protocols and emergency procedures

Supervisory Responsibilities:

- Supervise assigned counseling aide(s) and/or clerical employee(s). (May not be applicable to all campuses.)
- Supervise graduate level interns as time and interest allow

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged standing, bending/stooping, pushing/pulling and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds)

Environment: Work with frequent interruptions; regular exposure to noise

Mental Demands: Maintain emotional control under stress; Ability to maintain an environment conducive to teaching and learning through active listening, inclusive practices, and respect; work prolonged or irregular hours

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. Duties are subject to change. All EISD employees are expected to maintain an extreme degree of confidentiality by following the Family Educational Rights and Privacy Act (FERPA) for student information and the Health Insurance Portability and Accountability Act of 1996 (HIPPA) for employee and student information.