

JOB DESCRIPTION

Job Title Lead Counselor
Reports to Director Counseling & Advising
Dept/School Counseling & Advising

Job Title Code 135030
Wage/Hour Status Exempt
Pay Grade CO3
Date Revised August 25, 2025

Primary Purpose

Collaborate with the school faculty and staff, students, parents, and the community to plan, implement, and evaluate a comprehensive school counseling program. The lead counselor will assist the school counselors in the design of the program to include: (1) guidance curriculum (instruction); (2) a responsive services (counseling) component; (3) an individual planning system (appraisal and advisement); and (4) system support (indirect student services: consultation, collaboration, referrals). The lead counselor will also provide technical and professional development support to school counselors.

Education/Certification

- Master's Degree in School Counseling
- Valid Texas School Counselor Certificate
- Valid Texas Mid-Management, Administrator, or Principal Certificate

Special Knowledge/Skills

- Knowledge of the American School Counseling Association (ASCA) National Model; Texas Model for Comprehensive School Counseling Programs; Career and Technical Education Programs; State of Texas graduation plans; PK-12 guidance and curriculum; credit accrual in high school; community agency resources and referral process and group and systems processing
- Ability to organize, coordinate, present District-wide training have strong organizational, communication, presentation, and interpersonal skills; have computer knowledge in district student management systems; interpret data; and manage budgets and district-wide projects

Experience

- Three (3) years teaching experience
- Five (5) years counseling experience in the public-school setting

Major Responsibilities and Duties

Instructional and Program Management

1. Assist school counselor per SB179, to spend 80% of their counseling duties on a comprehensive school counseling program: (1) a guidance curriculum (instruction) to help students develop their full educational potential, including the student's interests and career objectives; (2) a responsive services (counseling) component to intervene on behalf of any student whose immediate personal concerns or problems put the student's continued educational, career, personal, or social development at risk; (3) an individual planning system (appraisal and advisement) to guide a student as the student plans, monitor, and manage the student's own educational, career, personal, and social development; and (4) system support (indirect student services: consultation, collaboration, referrals) to support the efforts of teachers, staff, parents, and other members of the community in promoting the educational, career, personal, and social development of students.
2. Will monitor per SB179, that time spent in administering assessment instruments or providing other assistance in connection with assessment instruments, except time spent in interpreting data from assessment instruments, is not considered time spent on counseling.
3. Will monitor SB179, to document and report counselor use of time to comply with the SB179 annual District assessment requirement.
4. Will monitor school counselors to track and document their time on Fair-Share duties.
5. Assist school counselors to develop, implement and evaluate comprehensive school guidance and

JOB DESCRIPTION

counseling program.

6. Assist with individual and group monitoring/mentoring of school counselors and graduation coaches.
7. Assist school counselors to develop, implement and document individual and group counseling to address academic, career, and personal/social needs through District approved platforms, e.g., College and Career Readiness Planner (CCRP).
8. Promote District initiatives and a growth mindset when working with staff, parents, community, and students.
9. Assist with the monitoring/mentoring of school counselor interns.
10. Represent the District as a liaison with school and community agencies.
11. Assist with the supervision of student records and transcripts to ensure compliance as per state and federal regulations.
12. Assist with post-secondary planning and implementation.
13. Assist with post-secondary education funding options and financial aid.
14. Assist with planning and implementation of transitioning plans from elementary to middle, middle to high, and high school to a post-secondary institution.
15. Assist in planning and implementation of college/career awareness and exploration program.
16. Assist in monitoring and review of student's academic record to identification of course selection for correct placement in courses and programs, etc. related to grade level appropriate state accountability standards to include College, Career, and Military Readiness (CCMR).
17. Assist in the identification and implementation of interventions to enhance student success and reduce the dropout rates.
18. Submit reports as requested by the Director, Counseling and Advising.

Monitor Programs

19. Assist with monitoring PEIMS data collection to ensure appropriate data submission to the Texas Education Agency.
20. Assist school counselors to develop, implement and documents classroom guidance lessons for all grade levels PK through 12th related to academic, personal and social/emotional issues, e.g. character education, and teen dating violence, etc.
21. Plan, coordinate, and document review of programs, initiatives, and goals of Counseling and Advising as requested by Director, Counseling and Advising.

Student Management

22. Collaborate with other departments that provide counseling services to ensure cohesive implementation and delivery of services.
23. Consult with school counselors and graduation coaches regarding college and career exploration and planning, to include yearly updates of student programs of study and graduation plans.
24. Assist school counselors and graduation coaches to identify students with special needs and make proper referrals for services.

Personnel Management

25. Assist with the training, supervision and monitoring of new counselors and graduation coaches.

Policy, Reports and Law

26. Support the goals and objectives of the district.
27. Adhere to state and district standards, policies, regulations, and procedures.
28. Commit to current professional standards of competence and practice.
29. Promote and follow ethical standards for school counselors, including confidentiality.
30. Commit to professional development.

Communication and Community Relations

31. Serve as a District representative to a variety of District and community committees.
32. Demonstrate professional and responsible work habits.

JOB DESCRIPTION

33. Use professional written and oral communication and interpersonal skills.
34. Develop, promote, and support a District-wide culture focused on District student learning goals, with an emphasis on trust, respect and responsibility for students, parents, teachers and staff.
35. Provide quality customer service and professional behavior when working with staff, parents, community, and students.
36. Maintain on-going communication with Principals and Director, Counseling and Advising.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress; occasional prolonged and irregular hours; occasional travel.

Terms of Employment

206 days; salary to be established by the Board of Trustees

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: _____
Job Title: _____
Date: _____

Approved: _____
Job Title: _____
Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.