

**Job Title:** Counselor High School**Wage/Hour Status:** Exempt**Reports to:** Principal/Director Counseling and Advising**Pay Grade:** C03**Dept./School:** Assigned Campus**Date Revised:** August 9, 2023**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 school counselor shall design the program to include: (1) a 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).

**Qualifications****Education/Certification**

Master's Degree

Valid Texas School Counselor Certificate

**Special Knowledge and 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; the juvenile judicial system; community agency resources; referral process; computer knowledge in district student management systems
- Ability to interpret data and demonstrate strong organizational, communication, presentation, and interpersonal skills

**Experience**

Two (2) years teaching or counseling experience

**Major Responsibilities and Duties****Instructional and Program Management**

1. Per SB179, 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, monitors, and manages 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. Per SB179, 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. Per SB179, document and report counselor use of time to comply with the SB179 annual District assessment requirement.
4. Track and document their time on Fair-Share duties.
5. Provide and document individual and group counseling to address academic, career, and personal/social District's needs through District approved platforms, e.g., College and Career Readiness Planner (CCMR).
6. Promote initiatives and a growth mindset when working with staff, parents, community, and students.
7. Assist students and parents interpret required state test scores, as well as: TELPAS, CBE, End of Course Exams (EOC), PLAN, PSAT, ACT, SAT, Texas Success Initiative (TSI) and ASVAB results.
8. Consult with students and parents regarding college and career exploration and planning, to include yearly updates of student programs of study and graduation plans.
9. Help identify students with special needs and make proper referrals for services.
10. Participate in ARD's and Section 504 meetings as needed.

11. Review the students' course selection and credits earned for placement, promotion, graduation, or entry into further schooling.
12. Compare and contrast the students' transcript to the CCRP and the Academic Achievement Record (AAR).
13. Review 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 CCMR).
14. Assist students and parents with all phases of the college admission process, to include: preparation of college applications, scholarship application and employment applications; Senior College Admission and Financial Aid Night programs; NCAA student athlete information; college and career search, college bound parent meetings; and Dual Credit Enrollment information.
15. Submit reports as requested by the Director, Counseling and Advising.

#### **School/Organizational Climate**

16. Communicate and promote high expectations for student performance and behavior while communicating effectively with students, parents, staff, and community.
17. Participate in establishing and maintaining a positive school climate.
18. Foster collegiality and team building among staff.
19. Plan and align collaboratively with middle and other high school counselors regarding the transition from middle school to high school to meet academic student needs.
20. Contribute and support colleagues in accomplishing the school's mission.
21. Develop, promote, and support a campus-wide culture focused on District student learning goals, with an emphasis on trust, respect and responsibility for students, parents, teachers and staff.

#### **School/Organizational Improvement**

22. Identify, analyze and apply research findings to facilitate the delivery of a comprehensive, developmental counseling and guidance program.
23. Develop, maintain, and utilize the TEAMS information systems and record necessary (transcripts, cum folders, CCRP, and Program of Study (POS)) for attainment of district graduation goals.
24. Provide and document student information and assists with decision-making regarding academic, career, personal, and social/emotional matters at the campus through District approved platforms, e.g. CCRP.
25. Maintain and update Audit Cards on a yearly basis.
26. Plan, coordinates, and participates in the High School Graduation ceremony.
27. Submit reports as requested by the Director, Counseling and Advising.

#### **Administration/ Management**

28. Comply with policies established by federal and state laws, State Board of Education rules, District Board legal, local, bulletins, regulations, and policies.
29. Manage work activities and resources effectively to accomplish Counseling and Advising and District goals.

#### **Student Management**

30. Assist in placing students in correct classification and in correct courses to match their progress as is reflected on the official transcript.
31. Consult with parents, teachers, administrators, and outside agencies to help students and their families address academic, personal, and social/emotional needs.
32. Review and translate transcripts and develop class schedules for students assigned.
33. Attend ARD and Section 504 meetings for caseload as needed.
34. Present and document classroom guidance lessons for all grade levels 9<sup>th</sup> - 12<sup>th</sup> related to academic, personal and social/emotional issues, e.g., character education and teen dating violence, etc.
35. Plan and align collaboratively with middle school and high school counselors regarding the transition from middle school to high school to meet the academic, emotional, and social needs of students.
36. Provide faculty, staff, and students training on recognizing the signs of emotional abuse, physical abuse, and sexual abuse; suicidal ideation; harassment/bullying; and teen dating violence, as well as the legal requirements for reporting the abuse to the appropriate authorities.
37. Follow district policy for placing students in the correct grade level.
38. Maintain and submit student management services reports as requested by the Director, Counseling and Advising.

**School/Community Relations**

- 39. Provide parents, with information about the following: District policies and procedures, course offerings, high school course offerings, Program of Study (POS), high school graduation plans (minimum, recommended, and DAP), Magnet school information, early college high school (associate degree), Dual Credit, and advanced academics (PAP, AP).
- 40. Provide information to parents about students' academic records, unofficial transcripts, and progress for graduation.
- 41. Inform parents about guidance services available.
- 42. Coordinate visits for representatives of colleges, universities, agencies, businesses, Military Recruiters, and other community resources.
- 43. Project a positive image to the community.
- 44. Provide quality customer service and professional behavior when working with staff, parents, community, and students.
- 45. Maintain ongoing communication with Principal, Lead Counselors, and Director, Counseling and Advising.

**Professional Growth and Development**

- 46. Utilize performance evaluation results and the appraisal process to improve performance.
- 47. Improve counseling skills and knowledge through available in-service training and self-initiated professional training opportunities.
- 48. Develop and maintain positive working relationships with other school professionals and representatives of community resources.
- 49. Participate in professional development to improve skills and knowledge related to job assignment.
- 50. Adhere to ethical and legal standards and models behavior that is professional and responsible.
- 51. Report to the principal in writing, any identified irregularities found in the student academic records.
- 52. Maintain and submit professional development reports as requested by the Director, Counseling and Advising.
- 53. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress; prolonged and irregular hours; occasional district wide and state travel.

**Terms of Employment**

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

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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 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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.