

Job Title:	Supplemental Counselor	Wage/Hour Status:	Exempt
Reports to:	Director	Page Grade:	105
Dept. /School:	Counseling & Advising	Date Revised:	November 8, 2021

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 supplemental counselor will assist the school counselor to 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; curriculum and credit accrual in high school; the juvenile judicial system; and community agency resources; referral process; Computer knowledge in district student management systems
- Ability to organize, coordinate, and present District-wide training; interpret data; manage district-wide projects; 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. 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, 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. 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 per SB179, to document and report counselor use of time to comply with the SB179 annual District assessment requirement.
4. Will monitor school counselor to track and document their time on Fair-Share duties.
5. Assist school counselors to develop, implement and evaluate comprehensive school guidance and 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 school counselors with interpreting required state test scores, as well as: TELPAS, CBE, End of Course Exams (EOC), PLAN, PSAT, ACT, SAT, Accuplacer and ASVAB results.
10. Consult with school counselors and graduation coaches regarding college and career exploration, planning, and the complete college admissions process, to include yearly updates of student programs of study and graduation plans.
11. Assist school counselor and graduation coaches to identify students with special needs and make proper referrals for services.
12. Assists with review of the students' course selection and credits earned for placement, promotion, graduation, or entry into further schooling.
13. Compare and contrast the students' transcript to the CCRP, and the Academic Achievement Record (AAR).
14. 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).

School/Organizational Climate

15. Communicate and promote high expectations for student performance and behavior, while communicating effectively with students, parents, staff, and community.
16. Participate in establishing and maintaining a positive school climate.
17. Foster collegiality and team building among staff.
18. Contribute and support colleagues in accomplishing the department's mission and vision.
19. Develop, promote, and support a Campus-wide and District-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

20. Develop, maintain, and utilize the TEAMS information systems and record necessary (transcripts, cum folders, College and Career Readiness Planner (CCRP), and Program of Study (POS)) for attainment of district graduation goals.
21. Provide and document student information and assist with decision-making regarding academic, personal, and social/emotional matters at the campus through District approved platforms, e.g. CCRP.
22. Assist, document and maintain audit reviews requested.
23. Participate in the High School Graduation ceremony.
24. Submit reports as requested by the Director, Counseling and Advising.

Administration/ Management

25. Comply with policies established by federal and state laws, State Board of Education rule, and District Board legal and local, bulletins, and regulation policy.
26. Manage work activities and resources effectively to accomplish Counseling and Advising and District goals.
27. Plan, coordinate, and document review of programs, initiatives, and goals of Counseling and Advising as requested by Director, Counseling and Advising.

Student Management

28. Assist in placing students in correct classification and in correct courses to match their progress as is reflected on the official transcript.
29. Consult with school counselors and graduation coaches, parents, teachers, administrators, and outside agencies to help students and their families address academic, personal, and social/emotional needs.
30. Assist school counselors with reviews, translates transcripts, and develop class schedules for students assigned.
31. Assist school counselors to develop, implement and document classroom guidance lessons for all grade levels PK - 12th related to academic, personal, and social/emotional issues.
32. Plan and align collaboratively with elementary, middle school and high school counselors regarding the transition from elementary to middle school to high school to meet the academic, emotional, and social needs of students.
33. Assist school counselors in providing faculty, staff, and students training on recognizing the signs of emotional abuse, physical abuse, and sexual abuse, suicidal ideation, harassment/bullying, and teen dating, as well as the legal requirements for reporting the abuse to the appropriate authorities.

- 34. Follow district policy for placing students in the correct grade level.
- 35. Assist school counselor and graduation coaches to identify students with special needs and make proper referrals for services.

School/Community Relations

- 36. Provide parents 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 (Associates Degree), Dual Credit, advanced academics (PAP, AP), students' academic records, unofficial transcripts, and progress for graduation.
- 37. Assist school counselors with coordinating visits for representatives of colleges, universities, agencies, businesses, Military Recruiters, and other community resources.
- 38. Project a positive image to the community.
- 39. Provide quality customer service and professional behavior when working with staff, parents, community, and students.
- 40. Maintain on-going communication with Principals, Lead Counselors, and Director, Counseling and Advising.

Professional Growth and Development

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

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: _____

I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.

Employee Signature: _____ *Date:* _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.

Supervisor Signature: _____ *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.