

Job Title: Director Counseling & Advising **Wage/Hour Status:** Exempt
Reports to: Executive Director Student & Family Empowerment **Pay Grade:** 108
Dept./School: Counseling & Advising **Date Revised:** May 25, 2022

Primary Purpose

Assist counselors and at-risk coordinators in planning, implementing, and evaluating student counseling/advising services.

Qualifications

Education/Certification

Master's Degree in Educational Psychology, Counseling, or related field
Valid Texas Counselor Certification

Special Knowledge/Skills

- Ability to organize and present staff development sessions
- Knowledge of the PreK-through 12 curriculum and credit accrual in high school
- Ability to develop district campus documents
- Organizational skills required for meeting deadlines
- Ability to work with district personnel, parents, and community members

Experience

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

Major Responsibilities and Duties Program

Management

1. Lead the implementation of an effective and responsive counseling program that is aligned to local, state and national guidelines and district goals and priorities.
2. Ensure that District-led or contracted mental health student support services are equitably distributed and that the availability of services is broadly communicated to school administrators, counselors, students and parents.
3. Disseminate information within the district and community regarding alternative instructional opportunities for students.
4. Assist campuses with developing, implementing, monitoring, and evaluating activities that promote awareness of post-secondary educational opportunities for students.
5. Provide opportunities for teachers and other instructional or administrative staff to develop additional skills that enhance their ability to work with at-risk students.
6. Collaborate with District personnel in preparation and dissemination of materials relating to school registration.
7. Provide professional development for counselors, at-risk coordinators, and grant funded personnel to develop strategies for assisting students.
8. Perform other duties as assigned by supervisor.

Monitor Programs

9. Assist with data collection to ensure appropriate data submission to the Texas Education Agency.
10. Assist with formal evaluation of counseling and advising services within the district.
11. Collaboratively lead the district improvement planning and needs assessment process for the department.

Student Management

- 12. Assist schools in developing, implementing, monitoring, and evaluating counseling and advising services.
- 13. Collaborate with special education, career and technology, and other service areas, which provide counseling services to ensure cohesive implementation of services.

Personnel Management

- 14. Exemplify emotionally intelligent leadership and ensure staff is provided with a healthy workplace culture.
- 15. Evaluate job performance of designated employees.
- 16. Participate in the recruitment, selection, and training of personnel.

Policy, Reports and Law

- 17. Stay abreast of changes in the Texas Education Code and other state or federal policies that affect the Code of Conduct and PEIMS documentation.
- 18. Compile, maintain, and file reports and documents required.
- 19. Assure that the district meets guidelines and specifications of the grant programs managed by the department.

Budget and Inventory

- 20. Develop and monitor budget for counseling and advising services.

Communication and Community Relations

- 21. Implement District programs that promote improved attendance and parent/community involvement in the instructional process.
- 22. Serve as a District representative to a variety of community agencies and on other committees.
- 23. Coordinate PEIMS training regarding data collection about at-risk students and dropouts.
- 24. Develop and implement staff development opportunities for counselors, at-risk coordinators, and teachers regarding counseling and advising programs, services.

Supervisory Responsibilities

Supervise assigned personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; occasional prolonged and irregular hours; occasional travel; able to accept additional responsibilities assigned by the Associate Superintendent Curriculum & Instruction.

Terms of Employment

226 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 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.

