

Job Title:	Supplemental Title 1 Counselor High School	Wage/Hour Status	Exempt
Reports to:	Principal/Director Counseling and Advising	Page Grade:	104
Dept. /School:	Assigned Campus	Date Revised:	November 19, 2019

Primary Purpose

Plan, implement and evaluate a program for all students, parents, teachers and staff in the high school setting (above and beyond what is provided by the Counselor of record). Address academic, career, and personal/social needs for all students in need, with an emphasis to provide the highest level of assistance to at-risk students on Title I school-wide campuses and serve at-risk students on Title I-targeted assistance campuses.

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. Collaborate with school personnel, students, parents, and the community to plan, implement, evaluate, and promote continuous improvement of the supplemental guidance and counseling program.
2. Provide and document supplemental individual and group counseling, above and beyond what is provided by the Counselor of record to address academic, career, and personal/social needs for identified student caseload through District approved platforms, e.g. College and Career Readiness Planner (CCRP).
3. Promote District initiatives and a growth mindset when working with staff, parents, community, and students.
4. Maintain focus on supplemental individual and group counseling and support for students including economically disadvantaged, at-risk, students failing classes, students failing EOC, and AEP students.
5. In collaboration with the Graduation Coach, takes initiative in developing programs and interventions for students at-risk of dropping out of high school.
6. Provide supplementary support and interventions for students with serious attendance concerns.
7. Collaborate and coordinate with regular Counselors of record to determine supplemental services and programs needed by students, parents, and teachers.
8. Provide resources and materials to aid students, teachers, parents, and staff in accomplishing supplemental counseling program goals.
9. Compile, maintain, and file all physical and computerized reports, records, and other documents required for the performance of the supplemental counseling program.

10. Provide supplementary consultation with students and parents regarding college and career exploration and planning.
11. Collaborate and coordinate with regular Counselors of record to determine supplemental services for correct placement in courses and programs, etc. related to appropriate grade level, state accountability standards to include College, Career, and Military Readiness (CCMR).
12. Submit reports as requested by the Director, Counseling and Advising.

School/Organizational Climate

13. Communicate and promote high expectations for student performance and behavior.
14. Participate in establishing and maintaining a positive school climate.
15. Foster collegiality and team building among staff.
16. Communicate and collaborate effectively with parents, school personnel, and other community members to promote understanding of student development, individual behavior, the student's environment, and human relationships.
17. Use accepted theories and effective techniques to provide individual and group supplemental developmental, preventive, remedial, and/or crisis counseling.
18. Advocate for a school environment that acknowledges and respects diversity.
19. Establish and maintain professional relationships with administrators, students, teachers, other school personnel, parents, and community members.
20. 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

21. Identify, analyze and apply research findings to facilitate the delivery of a comprehensive, developmental supplemental counseling and guidance program.
22. 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.
23. Use an effective process when referring students, parents, and/or others to special programs and services.
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 rules, District Board legal and local, bulletins, regulations, and policies.
26. Certify, through semi-annual certifications, 100% compliance with federal guidelines requiring all duties performed to be allowable under this position's federal funding source – Title I, Part A.
27. Report to the principal in writing, any identified irregularities found in the student academic records.
28. Manage work activities and resources effectively to accomplish Counseling and Advising and District goals.

Student Management

29. Participate in ARD's and Section 504 meetings for students when information above and beyond what the regular Counselor of record provides is essential to the ARD and Section 504 process.
NOTE: Will not attend ARD's or Section 504 meetings in place of the regular Counselor of record.
30. Promote strategies, programs, and services to increase the effectiveness of student education and promote student success.
31. Collaboratively provide expertise to advocate for individual students and specific groups of students.
32. Collaborate with faculty and staff to encourage and reward positive student behavior.
33. Provide and document supplemental support and interventions for students with serious attendance concerns.
34. Collaborate and document classroom guidance lessons for all grade levels 9th - 12th related to academic, personal and social/emotional issues, e.g. character education and teen dating violence, etc.
35. Maintain and submit student management services reports as requested by the Director, Counseling and Advising.

School/Community Relations

- 36. Consult with parents, administrators, counselors, teachers, community agencies, and other relevant individuals regarding students and parents in need of supplementary programs and services.
- 37. Project a positive image to the community.
- 38. Coordinate people and other resources in the school, home, and community to promote student success.
- 39. Provide quality customer service and professional behavior when working with staff, parents, community, and students.
- 40. Maintain on-going communication with Principal, Lead Counselors, and Director, Counseling and Advising.

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- 42. Project a positive image to the community.
- 43. Coordinate people and other resources in the school, home, and community to promote student success.
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Professional Growth and Development

- 47. Demonstrate a commitment to professional development.
- 48. Utilize performance evaluation results and the appraisal process to improve performance.
- 49. Improve counseling skills and knowledge through available in-service training and self-initiated professional training opportunities.
- 50. Develop and maintain positive working relationships with other school professionals and representatives of community resources.
- 51. Participate in professional development to improve skills and knowledge related to job assignment.
- 52. Adhere to ethical and legal standards and models behavior that is professional and responsible.
- 53. Maintain and submit professional development reports as requested by the Director, Counseling and Advising.

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.