



Flour Bluff Independent School District Job Description

JOB TITLE: Counselor

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 196

REPORTS TO: Principal

DATE REVISED: 12/09

PRIMARY PURPOSE:

- The role of the School Counselor is to provide comprehensive guidance and counseling services which support the overall school program.

QUALIFICATIONS:

Minimum Education/Certification:

- Master's degree
- Counselor certification per Texas Education Agency
- Prior successful experience as teacher

MAJOR RESPONSIBILITIES AND DUTIES:

ROLE 1: PROGRAM MANAGEMENT

1. Plans, implements, and evaluates a developmental program of guidance, including counseling services.
2. Uses a planning process to define needs, priorities, and program objectives.
3. Implements a developmental and balanced program.

4. Evaluates the effectiveness of individual activities and the over-all program in meeting desired student outcomes.
5. Educates the school staff, parents and the community about the guidance program through a public information program.

ROLE 2: GUIDANCE

1. Teaches the school developmental guidance curriculum.
2. Outlines, in writing, a campus guidance curriculum consistent with the district's guidance program plan and tailored to campus needs.
3. Teaches guidance units effectively.
4. Assists teachers in the teaching of guidance related curriculum.
5. Consults with administrators and teachers regarding the teacher's areas of responsibility in teaching the developmental guidance curriculum.
6. Supports teachers in teaching "essential knowledge and skills" identified in the SBOE Rules for Curriculum which are guidance related.
7. Guides individuals and groups of students through the development of educational plans and career awareness.
8. Involves students in personalized educational and career awareness.
9. Presents relevant information accurately and without bias.

ROLE 3: COUNSELING

1. Counsel's individual students with presenting needs/concerns.
2. Provides counseling systematically.
3. Responds to students individually.
4. Provides counseling to students defined as "At-Risk" by local and state policies.
5. Counsel's small groups of students with presenting needs/concerns.
6. Provides counseling in groups as appropriate.
7. Provides group counseling systematically.
8. Uses accepted theories and techniques appropriate to school counseling.
9. Uses accepted theories.
10. Uses effective techniques.

ROLE 4: CONSULTATION

1. Consults with parents, teachers, administrators, and other relevant individuals to enhance their work with students.
2. Provides professional expertise collaboratively.

3. Interprets information and ideas effectively.
4. Advocates for students.

ROLE 5: COORDINATION

1. Coordinates with school and community personnel to bring together resources for students.
2. Maintains a communication system that effectively collects and disseminates information about students to other professionals as appropriate.
3. Develops and maintains positive working relationships with other school professionals.
4. Develops and maintains positive working relationships with representatives of community resources.
5. Uses an effective referral process for assisting students and others to use special programs and services.
6. Accurately assesses students' and their families' needs for referral.
7. Participates actively in the process for referral of students to school/district special programs and/or services.
8. Uses an effective referral process for assisting students and others to use community agencies and services.

ROLE 6: ASSESSMENT

1. Participates in the planning and evaluation of the school group standardized testing program.
2. Is knowledgeable in the principles of testing and measurement which underlie standardized testing program development.
3. Collaborates in the planning and evaluation of the group standardized testing program.
4. Interprets test and other appraisal results appropriately.
5. Correctly applies principals of test and measurement to test and other appraisal results interpretation.
6. Interprets test and other appraisal results to school personnel.
7. Interprets test and other appraisal results to students and their parents.
8. Uses other sources of student data as assessment tools for the purpose of educational planning.
9. Maintains the confidentiality of student assessment.
10. Ensures that the uses of student records are for the benefit of students and personnel working with those students.
11. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Personal computer and peripherals; standard instructional equipment

Posture:

Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion:

Frequent walking

Lifting:

Regular light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior

Environment:

Work inside, may work outside

Mental Demands:

Maintain emotional control under stress; may work prolonged or irregular hours

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.