

White Settlement ISD

Job Title: Director of Counseling

Reports to: Asst. Superintendent of C&I

Dept./School: Central Administration

Primary Purpose:

Oversee the planning and implementation of a district wide comprehensive developmental guidance and counseling program.

Qualifications:

Education/Certification:

Master's degree from an accredited college or university

Valid Texas school counselor certificate

Special Knowledge/Skills:

Knowledge of counseling procedures, student appraisal, and career development

Excellent organizational, communication, and interpersonal skills

Ability to collaborate with others

Ability to present information in one-on-one, small group, and large group situations to students, parents, and district staff

Experience:

5 years school counseling experience

Major Responsibilities and Duties:

Program Management and Administration

1. Oversee the development and implementation of a balanced, comprehensive, developmental counseling program that is consistent with district goals and objectives and includes guidance curriculum and responsive services for students.
2. Ensure that individual students and their parents are provided the resources and guidance to plan, monitor, and manage the student's educational and career development including creation and review of personal graduation plans and information about post-secondary opportunities.
3. Develop a guidance curriculum that enables school counselors to deliver structured group lessons effectively and in accordance with students' developmental needs.
4. Advocate for a school environment that acknowledges and respects diversity.
5. Coordinate school, home, and community resources to enable students, parents, and others to be referred to special programs and services as needed.

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6. Develop an emergency plan and coordinate the activation and assignment of crisis counselors as needed.

Policy, Report, and Law

7. Comply with policies established by federal and state law, State Board of Education rule, and board policy. Recommend changes to district policies and develop and update procedures and guidelines related to counseling programs and services.
8. Adhere to legal, ethical, and professional standards for school counselors including current professional standards of competence and practice.
9. Compile, maintain, and file all reports, records, and other documents.

Budget

10. Develop and administer counseling department budget based on documented needs and ensure that programs are cost-effective and funds are managed wisely.

Personnel Management

11. Assist campus administrators in hiring and evaluating school counselors. Participate in the recruitment, selection, and training of school counselors and make recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.
12. Develop and deliver training to counseling staff that supports professional growth and ethics, and a consistent interpretation of district policies and state laws and regulations.

Other

13. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Supervise and evaluate the work of counseling department secretary.

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)

Environment: Work inside, may work outside; frequent district-wide travel

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

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____