

High School Counselor Job Description

Primary Purpose: To provide counseling services and educational guidance to all students; to provide consultation for school personnel, parents and community support groups in efforts to promote the physical and emotional well-being of all students.

Qualifications:

Education/Certification:

- Master's Degree in counseling or related field
- State Certification in School Counseling

Special Knowledge Skills:

- Organization skills
- Individual and group counseling skills
- Trauma and critical incidents training preferred

Experience:

- Minimum 2 years' successful classroom teaching experience

Major Responsibilities and Duties:

- Counsel students to fully develop each student's academic career, personal and social abilities.
- Plan, implement and evaluate a comprehensive guidance program as described in Texas Education Code 33 targeting identified student needs at the campus including:

Guidance Curriculum

1. Awareness, skill development and application of the skills of everyday life including: self-confidence, self-efficacy, motivation to achieve, decision-making, goal-setting, planning and problem-solving skills, interpersonal effectiveness, social skills, communication skills, cross-cultural effectiveness, responsible behavior and character development.
2. Promote the student's personal, academic, and social growth in the educational setting.
3. Assist student in understanding the school rules and developing self-discipline.
4. Conduct orientation for pupils new to the building.
5. Assist students in transition including transition to Junior High and High school.
6. Conduct individual and group counseling sessions.

Responsive Services, prevention and intervention

1. Academic concerns, school related concerns (tardiness, absences & truancy, misbehavior, school-avoidance, drop-out prevention), relationship concerns, physical/sexual/emotional abuse, grief/loss, substance abuse, family issues, and harassment issues, coping with stress, suicide prevention, conflict resolution or any other life issues.
2. Provide referrals to community services and agencies as appropriate.

3. Assist in identifying students who would benefit from special programs and services.
4. Assist in an effective referral process for students to access special programs and services.
5. Provide counseling and Psychosocial Interventions including working with parents and staff on Behavior Intervention Plans.

Individual planning and goal setting

1. Acquisition of skills, awareness of educational opportunities, appropriate course selection, lifelong learning, utilization of test scores, knowledge of potential career opportunities, planning, training and positive work habits, personal-social development of health self-concepts, development of adaptive and adjustive social behavior.
2. Increase the student's knowledge of occupational opportunities and the training programs for each occupation.
3. Develop the student's knowledge of the opportunities and requirement of his or her social environment.
4. Assist in the implementation of the career education program.

System support including program delivery and support

1. Guidance program planning and development, parent education, teacher/administrator consultation, staff development for educators, school improvement planning, counselors' professional development, research and publishing, community outreach and public relations.
2. Provide resources and training for faculty and staff to enhance the implementation of the guidance program.
3. Educate the school staff, parents, and the community about the guidance program through a public information program.
4. Consult with parents, teachers, administrators and other relevant individuals to enhance the educational experience for students.
5. Conduct at least one in-service program in the building for teachers and administrators.
6. Serve as a member of the Admissions, Review and Dismissal Committee as appropriate.
7. Maintain a working knowledge of current trends and issues in education.
8. Enhance professional development by attending appropriate staff development to meet district requirements including staff development provided by the district, local professional counselor organizations, regional training centers, and/or state counselor conferences.
9. Participate in the planning and evaluation of the state and district testing programs.
10. Interpret test results for school personnel, parents, and students.
11. Prepare reports as requested by the Director of Guidance and Counseling.
12. Perform any other duties and tasks assigned.