



Job Title: High School Counselor

Exemption Status/Test: Exempt

Reports to: Principal/Director of Guidance and Counseling

Date Revised: June 2015

Dept. /School: Assigned Campus

Primary Purpose:

Provide guidance and counseling services that promote academic success, personal/social growth, and college and career readiness for all students.

Qualifications:

Education/Certification:

Master's Degree guidance and counseling
Valid Texas counselor's certificate

Experience:

Two (2) years of teaching experience

Special Knowledge/Skills:

Excellent organizational, communication and interpersonal skills and knowledge of the types of services provided by counselors.

Technology skills including computer skills, Microsoft applications

Ability to present information in one-on-one, small groups, larger group situation to student, parents, and staff

Knowledge of counseling procedures, student appraisal, and career development

Major Responsibilities and Duties:

Program Management

1. Collaborate with the counseling team to develop a written guidance plan in cooperation with the principal and the Director of Guidance and Counseling Services, outlining specific areas of responsibility, annual school guidance program goals, and activities for attaining goals.
2. Interpret standardized test results and assessment data to guide students in individual goal setting and planning. Support the test administration process.
3. Consult with teachers and other staff members to promote maximum learning in the classroom.
4. Coordinate and teach guidance lessons addressing academic success, personal and social growth, and college and career information.
5. Coordinate and teach guidance lessons based on campus and student needs.
6. Demonstrate skill in coaching staff and teachers and provide technical assistance to instructional staff concerning counseling and guidance.
7. Collaborate with teachers and administration to develop student improvement plans to assist students in reaching their academic potential.
8. Keep informed of and comply with federal, state, district, and school policies for public school guidance and counseling.
9. Promote and support efforts to help each student develop problem solving and decision-making skills.

10. Keep informed of course offerings, graduation requirements, and Garland ISD curriculum.
11. Collaborate with principal and school staff to complete the CREST (Counselors Reinforcing Excellence for Students in Texas) Award application.

School/Organizational Climate

12. Promote a positive, caring climate for learning.
13. Communicate and support the district's Strategic Plan.
14. Respond sensitively and fairly with persons from diverse cultural backgrounds.
15. Respond effectively to crisis situations.

School/Organizational Improvement

16. Develop long-range and short-range plans for a complete guidance program for the students assigned based on the needs and expectations of the populations to be served.
17. Collaborate with campus administration on crisis management planning.

Student Success

18. Assist students in learning appropriate school behavior and in developing self-understanding and social skills through individual and group guidance and counseling activities.
19. Work with students and their parents to develop educational, graduation, and career plans.
20. Conduct student registration activities.
21. Review or supervise review of student course of study plan and correct course placement.
22. Provide information to students and parents about course offerings, college, financial aid, and careers.
23. Coordinate, plan, and implement college awareness guidance lessons and career fairs.
24. Assist in placement of students in special programs.
25. Provide individual and group counseling for students and consult with their parents concerning problems that interfere with learning.
26. Provide guidance and transition information to parents and students as students move from one grade to the next.
27. Coach students to develop an individual graduation plan using Naviance College and Career platform.

Professional Growth and Development

28. Develop professional skills appropriate to guidance and counseling.
29. Demonstrate behavior that is professional, ethical, and responsible.
30. Attend and participate in all required district guidance and counseling professional development opportunities.
31. Follow all rules, regulation, and policies of Garland ISD and follow directives from supervisors.
32. Perform other functions that may be assigned by administration and/or supervisor.

School/Community Relations

33. Communicate clearly the district's programs to the parents and the community and respond to their concerns in a timely manner.
34. Support overall District goals, supporting student's instructional goals and the student's preparation for college, career, and life.
35. Refer parents to appropriate community resources.
36. Maintain and be aware of community resources, referrals, and other assistance available to students and families.

37. Take an active role in communicating the district's guidance program to the community.
38. Maintain a respectful, professional demeanor and communication style with students, parents, and staff.

Supervisory Responsibilities:

Support and assist clerical assistants.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Person computer and peripherals; standard instructional equipment

Posture: Prolonged sitting; occasional 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

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

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