

<b>Position Title:</b>	School Counselor		
<b>Location:</b>	Early College High School		
<b>Reports to:</b>	School Principal		
<b>Work Schedule:</b>	10 Month; 197 Days	<b>Employment Type/FLSA Classification:</b>	Full Time/Exempt
<b>Funding Source:</b>	This position may be 100% or partially grant funded; employment is contingent upon the availability of funds.		

**Primary Role and Purpose:**

Works with school faculty, staff, students, parents, and community to plan, implement and evaluate a comprehensive developmental guidance and counseling program. Counsels students to fully develop each student’s academic, career, personal and social abilities, and addresses the needs of special population students. Delivers guidance curriculum and supports the development of skills and resources necessary for students to navigate challenging situations.

**Qualifications**

- Bilingual in Spanish, strongly preferred
- Candidate must have and maintain a satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50) paid by the candidate.

**Education:**

- Bachelor’s Degree from an accredited school
- Master’s Degree in counseling or related field
- Valid Texas School Counselor Certification

**Experience:**

- Minimum of 2 years creditable experience as a classroom teacher

**Skills:**

- Knowledge of counseling procedures, student appraisal, career development, and child/adolescent development
- Excellent organizational, communication, and interpersonal skills
- Ability to instruct students and manage their behavior
- Ability to present information in one-on-one, small group, and large group situations to students, parents or guardians, and district staff

**Major Responsibilities and Duties**

- Collaborates with district-wide counselors to support implementation of district guidance-related curriculum.
- Plans and conducts structured group lessons to deliver the district's guidance curriculum effectively and in accordance with students’ developmental needs.
- Guides individual students, groups of students, and parents to plan, monitor, and manage the student’s own educational and career development including creating and reviewing personal graduation plans and providing information about post-secondary opportunities.
- Uses accepted theories and effective techniques of developmental guidance to counsel individual students, small groups of students, and parents to plan, monitor, and manage a student’s own personal and social development.
- Provides preventive, remedial, and crisis counseling as needed.
- Serves as an impartial, non-reporting resource for interpersonal conflicts and discourse involving two or more students, including accusations of bullying.

- Collaborates with faculty and staff to support and integrate guidance curriculum school-wide.
- Coordinates school, home, and community resources and refers students, parents, and others to special programs and services as needed.
- Works collaboratively to advocate for individual students and specific groups of students.
- Provides leadership, training, and resources to faculty and staff
- Keeps informed of and complies with state, district, and school regulations and policies
- Promotes a district-wide college-going culture
- Oversees and/or coordinates the required training of staff involving parental involvement, child abuse, sexual abuse, and suicide prevention
- In collaboration with teachers, parents, and staff, prepares students for transition from middle to high school including the development of personal graduation plans and career and college awareness
- Works with administration to ensure a safe and bully-free environment for all students
- Assists administration to provide direct student training on topics related to their overall health and safety including drug/alcohol education and prevention, sexual harassment, bullying, and dating violence
- Facilitates parent and family engagement for assigned campus
- Assists with other duties, as assigned

**Growth and Development**

- Participates in staff development and continuing education opportunities to improve job-related skills
- Researches and identifies best practices in implementing a comprehensive school counseling program.

**Communication**

- Clearly articulates and communicates the counseling program and related action plans to all stakeholders
- Establishes partnerships with families, students, faculty, staff, and community partners

**Professional**

- Participates in activities that contribute to the effective operation of the school
- Adheres to ethical standards and best practices of state and national school counselor associations
- Serves as an example for students and supports the mission of the Charter

**Other**

- Gathers, manages, and files all reports, records, and other documents required
- Sponsors outside activities approved by the school principal
- Plays an active role in faculty meetings and assists in staff committees
- Coordinates and manages extracurricular duties as assigned
- Must be punctual and maintain an excellent attendance record

**Mental Demands/Physical Demands/Environmental Factors**

- Tools/Equipment Used: Personal computer and peripherals; standard instructional and office 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: Works inside, may work outside
- Mental Demands: Maintains emotional control under stress; may work prolonged or irregular hours

All primary roles and major responsibilities are listed. Additional duties and skills may be required for each job.

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_