**Job Title:** School Counselor

**Reports to:** Assigned Campus Administrators

**Assignment:**  Assigned Campus

**Wage/Hour Status:** Exempt

**Pay Grade:** Teacher Pay Scale, 197 days(Primary/Intermediate), 207 Days (Middle School)

**Date Revised:** 2024.5.7

**Terms of Employment:**

This FLSA exempt position (salaried, non-hourly) is on a work calendar of 197 days per school year. Pay is based on years of experience from the annually reviewed and board of directors adopted “Teachers, Nurses, Librarians, and Counselors” salary scale. Current year salary scales may be viewed on our school website.

**Primary Purpose:**

Work with school faculty and staff, students, parents, and community to plan, implement, and evaluate a comprehensive developmental guidance and counseling program at school assigned. Counsel students to fully develop each student’s academic, career, personal, and social abilities and address the needs of students of special populations.

**Education/Certification:**

* Master’s degree in guidance counseling
* Valid Texas counseling certificate or equivalent license

**Experience:**

* Two years teaching experience preferred

**Special Knowledge/Skills:**

* Knowledge of counseling procedures, student appraisal, and career development
* Excellent organizational, communication, and interpersonal skills
* Ability to instruct students and manage their behavior
* Knowledge of regular and special education students, human development, and learning theories

**Major Responsibilities and Duties:**

(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)

**Guidance**

* Teach campus developmental guidance curriculum consistent with district’s guidance program plan and tailored to campus needs.
* Assist teachers in the teaching of guidance-related curriculum.
* Guide individuals and groups of students to develop education plans and career awareness.

**Counseling**

## Counsel individual students and small groups with presenting needs and concerns.

**Consultation**

* Consult parents, teachers, administrators, and other relevant people to enhance their work with students.
* Work with school and community personnel to bring together resources for students.
* Maintain a communication system that effectively collects and disseminates information to other professionals as appropriate.
* Develop and maintain positive working relationships with other school professionals and representatives of community resources.
* Use an effective referral process to assist students and others to use special programs and services.

**Counseling Related Assessment**

* Assist as needed in planning and evaluation of campus standardized testing program.
* Interpret tests and other appraisal results appropriately and communicate to school personnel, students, and their parents.
* Maintain the confidentiality of student assessment.

**Program Management**

* Plan school guidance and counseling programs to ensure that they meet identified needs, priorities, and program objectives.
* Implement a comprehensive and balanced program.
* Develop and coordinate a continuing evaluation of the guidance program and individual activities and make changes based on findings.
* Educate the school staff, parents, and community about the guidance program through a public information program.
* Compile, maintain, and file all required physical and computerized reports, records, and other documents.

**Administration**

* Comply with policies established by federal and state law, State Board of Education rule, and board policy in guidance and counseling area.
* Comply with all district and campus routines and regulations.
* Maintain a positive and effective relationship with supervisors.
* Communicate effectively with colleagues, students, and parents.

**Communication**

* Maintain a positive and effective relationship with supervisors.
* Effectively communicate with colleagues, students, and parents.

**Professional**

* Adhere to ethical and legal standards and model behavior that is professional, and responsible.
* Participate in professional development to improve skills related to job assignment.
* Maintain appropriate confidentiality and professionalism with staff at various levels of job responsibility.

**Supervisory Responsibilities:**

* Supervise assigned counseling aide(s) and clerical employee(s).

**Equipment:**

Computer, computer software programs and peripherals, teacher resource materials and equipment, printers, copier, fax, audio- visual equipment, telephone and other equipment applicable to position.

**Environment:**

May work prolonged or irregular hours; frequent district wide travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

**Working Conditions:**

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including prolonged use of computers, frequent keyboarding and use of mouse; occasional reaching

Lifting: occasional lifting of equipment (25 lbs)

Arlington Classics Academy does not discriminate on the basis of race, color, gender, religion, national origin, age, disability, or any other basis prohibited by law.

The statements above are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. Supervisors may assign additional duties when deemed appropriate. Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform **each essential** duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

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Printed Name Date

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Signature

*\*Includes information from the* Professional School Counselor Performance Evaluation Form and Job Description *distributed by the Texas Education Agency.*